
TIGARD CITY COUNCIL
MEETING

April 16, 2002 6:30 p.m.

TIGARD CITY HALL
13125 SW HALL BLVD
TIGARD, OR 97223



PUBLIC NOTICE:

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, Ext. 309 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead-time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting date by calling: 503-639-4171, x309 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

A G E N D A
TIGARD CITY COUNCIL WORKSHOP MEETING
April 16, 2002

6:30 PM

1. WORKSHOP MEETING
 - 1.1 Call to Order - City Council
 - 1.2 Roll Call
 - 1.3 Pledge of Allegiance
 - 1.4 Council Communications & Liaison Reports
 - 1.5 Call to Council and Staff for Non Agenda Items

2. JOINT MEETING WITH CITY COUNCILS OF TIGARD, TUALATIN AND THE TIGARD-TUALATIN SCHOOL DISTRICT BOARD
 - Welcome – Mayor Griffith
 - Introductions
 - Discussion of Topics of Mutual Concern and Interest

3. COMMUNICATION PLAN UPDATE
 - Staff Report: Administration Staff
 - Council Discussion

4. REVIEW COST-OF-SERVICE STUDY FOR PLANNING FEES
 - Staff Report: Community Development Department Staff
 - Council Discussion

5. UPDATE ON THE LONG-RANGE PLANNING DIVISION PROGRAM
 - Staff Report: Community Development Department Staff
 - Council Discussion

6. CITY MANAGER PERFORMANCE REVIEW
 - Introduction: Mayor
 - Council Discussion/Evaluation

7. COUNCIL LIAISON REPORTS

8. NON-AGENDA ITEMS

9. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

10. ADJOURNMENT

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AGENDA ITEM # _____
FOR AGENDA OF April 16, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Joint Meeting with City Councils of Tigard, Tualatin and the Tigard-Tualatin School District Board

PREPARED BY: Cathy Wheatley DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Hold a joint meeting with the Tualatin City Council and the Tigard-Tualatin School Board.

STAFF RECOMMENDATION

N/A

INFORMATION SUMMARY

Several items of mutual interest have been identified for discussion by the City Councils of Tigard and Tualatin and the Tigard-Tualatin School District Board. Attached is an agenda outlining the discussion topics during this joint meeting.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Community Character and Quality of Life, Goal 1 – Communication: “...providing opportunities for input on community issues...”

ATTACHMENT LIST

Agenda for the Joint Meeting

FISCAL NOTES

N/A

**Joint Meeting
City Councils of Tigard, Tualatin, and the
Tigard-Tualatin School District Board**

**April 16, 2002 – 6:30 p.m.
Tigard City Hall
13125 SW Hall Boulevard
Tigard, Oregon**

*Times are
approximate...*

6:30 p.m.

1. May/November 2002 Bond Items – *Review status.*

6:40 p.m.

2. Results of the Assets Survey – *Review the next steps.*

6:55 p.m.

3. Youth Activities – *How to coordinate?*
 - Mayor Jim Griffith's Youth Forum
 - Tualatin's Youth Council
 - Skateboard Parks – Tualatin's Success; Tigard's Present Effort

7:05 p.m.

4. Tri-Met Bus Service – *Are there improvements needed to bus routes that would further our collective efforts?*

7:10 p.m.

5. The Tualatin-to-Tigard Pedestrian Bridge – *What is the outlook for Federal funding?*

7:15 p.m.

6. School District Property – *What is the potential for coordinated use?*
 - Rider Property – Joint use by Tigard for a water reservoir with play field.
 - Avery Property – Potential for Joint Use with City of Tualatin
 - Other Properties – Potential investment by cities?

7:20 p.m.

7. DARE Programs – *Changes planned for the coming school year as the District complies with grant funding requirements.*

7:30 p.m.

8. Other agenda items.

AGENDA ITEM # _____
FOR AGENDA OF _____

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Communication Plan Update

PREPARED BY: Elizabeth Newton DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

An update on the city's communication efforts.

STAFF RECOMMENDATION

1. Provide direction on staff's recommendation to tape CIT meetings from June – September.
2. Provide direction on the options presented for changing the *Cityscape* format.

INFORMATION SUMMARY

This is an update on the city's major communication efforts: the CITs, Communication Plan, neighborhood meetings, press releases, Community Connectors, cable television, *Cityscape*, the web page, the Goal Guide, and the TVCA Bulletin Board..

Staff recommends that the CIT meetings from June through September be taped to air in the regular first Thursday evening of the month time slot. Attendance at CIT meetings continues to decline and taping the program during the day to air later would allow staff to incorporate meetings into the work day and would provide more options for presentations.

Staff also recommends that the *Cityscape* format be updated to add more useful information and enhance readability. A memo prepared by Cathy Wheatley detailing the options for updating the *Cityscape* is attached. Format changes would not add to the cost of producing the *Cityscape*. Adding another color and/or photos would cost about \$5,042 more per year.

OTHER ALTERNATIVES CONSIDERED

1. Continue to air all CIT meetings live.
2. Make no changes to the *Cityscape* format.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Community character and quality of life Goal 1, Strategy 1, "Improve communication about all aspects of the city's business."

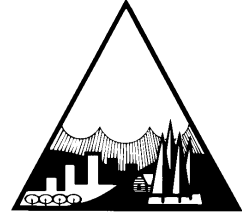
ATTACHMENT LIST

1. Memo from Liz Newton: Update on City's Communication Efforts
2. Memo from Cathy Wheatley: *Cityscape* Update
3. Cityscape price quotes
4. April Cityscape
5. Sample Cityscape Mock-up

FISCAL NOTES

If council provides direction to implement the Cityscape format including an additional color and photos, the \$388 for the June issue is available in the current fiscal year budget. The costs for 2002-03 would be included in the proposed budget.

MEMORANDUM
CITY OF TIGARD, OREGON



TO: Honorable Mayor and City Council Members,
Bill Monahan, City Manager

FROM: Liz Newton, Assistant to the City Manager

DATE: April 3, 2002

SUBJECT: Update on City's Communication Efforts

This memo provides an update on the status of each of the tools used to communicate with and involve citizens.

CITs

Monthly meetings continue. The announcements at the beginning of the meeting from city departments are highlighted in PowerPoint slides. This makes it easier for those in attendance and viewers at home to note dates and contact information.

Items covered at CIT meetings since the last report to council have included the Capital Improvement Program process, several reports on the proposed new library, updates on the Cook Park improvements, the dog park, the proposed Bull Mountain annexation process, and a presentation on the proposed street maintenance fee. In addition, presentations were made by the Tigard-Tualatin School District PlanCom Committee and by the Tualatin Valley Fire and Rescue District.

Viewers at home are now able to e-mail questions in during the meeting. One was received during the March meeting. Staff is investigating adding a crawl message to the bottom of the screen asking viewers to call or e-mail if they are watching to get an idea of the viewership.

Attendance at CIT meetings averaged a little over 10 per meeting during the last six months. The CIT meetings, especially since they air over cable, are a good way to get information out to citizens. However, since attendance at the meetings has declined, I propose we tape the next several meetings during the day to air during the regular time slot on the first Thursday evening. The meetings would still be public, of course, but the topics would be more informational and educational or a preview of upcoming issues. I suggest we tape the June, July, August, and September meetings. I recommend a candidates' fair in October that would be held in the evening and air live. The November, December, and January meetings would also be held in the evenings to accommodate the

CIP process. At our discussion at the council workshop in October we could reassess the program.

A couple of benefits to taping the CIT program during the day to air later are staff could incorporate the meetings into the work day and taping allows the program to stop for changes in presenters and material.

Communication Plan

The department communicators met on April 4. One of the main topics of discussion was the update of the communication plan. The plan will be updated, with input from all departments, by the end of the fiscal year to reflect ongoing communication efforts and new tools to be added in FY 2002-03.

Neighborhood Meetings

The Community Development Department has evaluated the neighborhood meeting process and determined the existing process is working successfully and does not need major revisions. The process will be updated to provide more complete information to the neighbors about the process. Community Development will also periodically review the process.

Press Releases

At least one press release per week is faxed to the newspapers. We continue to have around 77% printed with excellent coverage in the Times. When some of the library program press releases weren't printed, we discovered that with too much lead time, press releases can get dropped. Since adjusting the submittal schedule all of the library press releases have been printed in the Times.

Community Connectors

The regular communication continues. Since the last update, Todd Mains has agreed to serve as the Noon Rotary connector and Cal Habig, Pastor at Tigard Christian Church, services as the connector for the faith community. We have also added two connectors on Bull Mountain, one near Sunrise Lane and one near Roshak Road. An ad has been submitted to be posted on the web page for more connectors.

Cable Television

The contract with TVCA for operation of the Tigard Studio was signed on February 11. A new group of volunteers is being trained to operate cameras and some staff and volunteers are being trained to produce and direct. Staff is working toward producing at least four public service announcements this year, adding Hearings Officer, Planning Commission, and one Municipal Court session per month to the programming, and developing new programming.

Cityscape

Staff has been working to update the *Cityscape*. Attached is a memo from Cathy Wheatley asking for direction on format and frequency. The cost for council's preference will be incorporated into the 2002-03 budget.

Web Page

The new web page format was “rolled out” January 2 with new features and enhancements. In March, the average visits per day was 732.

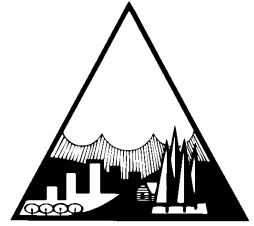
Goal Guide

The Winter 2001-02 Goal Guide featured the library goal. Copies are in the City Hall lobby and at the library. The Spring 2002 Goal Guide will be issued at the end of April and will include the council’s 2002 goals with a feature on parks.

Bulletin Board

TVCA expects to have the new cable bulletin board software installed by the end of April. Look for enhanced information about city services and programs by the end of May.

MEMORANDUM



TO: Honorable Mayor & City Council

FROM: Cathy Wheatley, City Recorder

RE: Cityscape Update

DATE: April 3, 2002

The current format of the *Cityscape* has remained unchanged for 10+ years. Staff proposes an updated format to add more useful information and enhance readability. One option would be to update the format using one color as is the current practice. Another option would be to add one color and two photos per issue, which would cost about \$5,042 more than the current cost if the same number and size issues are produced each year.

Attached is a copy of the current *Cityscape*. Also attached are six pages of a mock-up sample copy of a two-color newsletter containing some formatting changes suggested by staff. These formatting changes will be reviewed briefly with the City Council during the April 16, 2002, Workshop Meeting.

Please see attached cost information and several options for Council review and discussion.

Attachments

Pricing (Per Month) Quotes from Our Current Vendor
Precision Graphics
24,800 copies

No. of Pages	Price for 1 color	Price for 2 colors	Price for 4 colors	Photos – Price/unit
8 pages	2,019	2,353	3,881	\$27.00
12 pages	3,523	4,050	6,454	
16 pages	3,721	4,463	8,124	

Option 1

Stay with current practice;

(one-color, 10 8-page issues and 2 *12-page issues) – Yearly cost: \$27,236

10 8-page = \$ 20,190

2 12-page = 7,046

\$ 27,236

Option 2

Add a color and produce 10 8-page issues and 2 12-page with 2 photos --

Yearly cost: \$32,278

10 8-page = \$ 23,530

2 12-page = 8,100

24 photos = 648

Option 3 (*A budget cutback option, for comparison purposes...*)

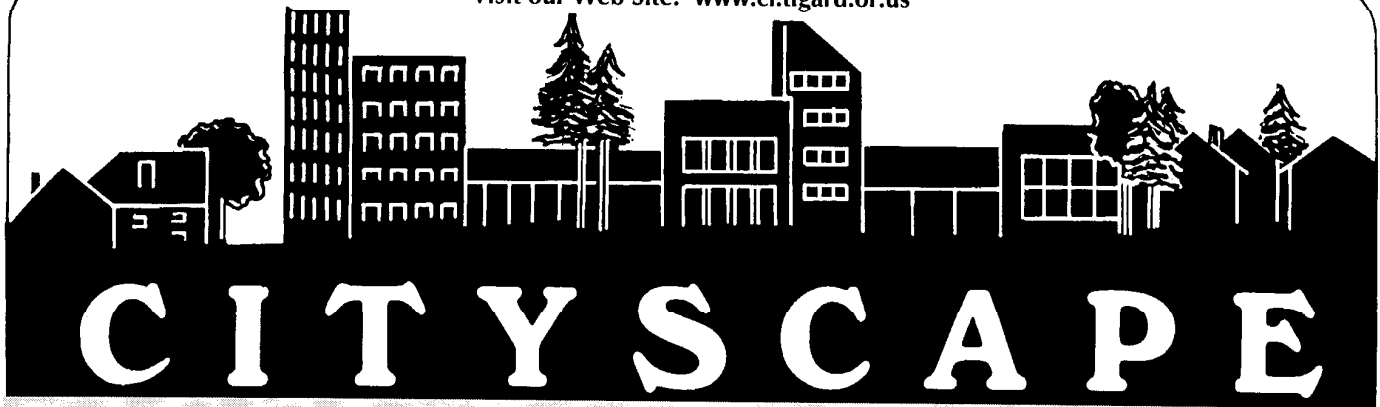
10 issues (published about every 5 weeks),
one color

Yearly cost: \$20,190

There could be other ways to mix and match to create other options. For example, we could produce only a limited number of two-color editions each year or we could add photos to the one-color option.

Staff recommends the format changes, which do not add to the cost, be implemented in June. If the Council decides staff should proceed with the two-color printing (with two photos), we could also implement this in June as we have funds available in the advertising/publicity account where Cityscape is budgeted to cover the \$388 added expense for that issue.

* 12-page issues are often used for a special insert, such a survey or questionnaire.



Mayor's Corner

April is Volunteer Month. I want to let our volunteers know how much we appreciate the time they donate. Tigard is a better place to live as a result of their contributions.

Tigard volunteers consist not only of adults, but also youth. In the library, youth volunteers donated a total of 2424 hours! Their assistance included computer work, instructing younger kids, checking in materials and shelving books.

Other areas of the City received assistance as well. Over three tons of litter and trash were picked up along streets by 125 volunteers in 17 Adopt-a-Street crews. Fire hydrants were painted and environmental work was completed at Summer Lake, Cook, Woodard and Jack Parks. Volunteers also worked on projects at water quality facilities.

All City departments utilize volunteers to accomplish tasks that would not get done without their assistance. In the last year, more than 1,350 volunteers donated in excess of 22,147 volunteer hours.

There's always more to do! So, if you are interested in volunteering, contact Volunteer Coordinator Susan Koepping at susank@ci.tigard.or.us or 503-639-4171, ext. 460.

Jim Griffith, Mayor

What's the latest on the Proposed New Library?

You may have seen the model of the proposed new library on its whirlwind tour throughout Tigard. You may have read about the efforts of the citizen-based New Tigard Library Construction Committee to determine the need for library services in the community for the next 20 years. You may have responded to a survey asking you what kinds of library services you'd like to see in the future.

These are just a few ways citizens have become involved in the future direction of the Tigard Library. On March 5, citizens had another opportunity to provide feedback on the proposed new library project. Fifty people attended a community meeting. Suggestions were made on the design and development of the proposed site near Hall Blvd. and O'Mara Street. Topics discussed included green spaces and parks; wetlands and environmental education; transportation and site improvements. Citizens suggested opportunities for environmental education as well as ways the City could steward the site to highlight open green spaces.

Bond Measure 34-47 on the **May 21 ballot** provides another opportunity for citizen involvement. The \$13 million bond measure would fund construction of the new library, as well as land acquisition, design and furnishings. During the first year, the bond rate would be approximately 31 cents per \$1,000 of assessed property value. The bonds would be issued for up to 20 years. The amount assessed is expected to decrease over the life of the bonds as property values rise and new properties are added to the City.

Like any other revenue measure on the May ballot, Bond Measure 34-47 will be approved only if 50 percent of Tigard's registered voters return their ballots and over 50 percent of those voting cast their ballots in favor of the measure.

If you would like to schedule a presentation about the proposed new library, contact Library Director Margaret Barnes at margaret@ci.tigard.or.us or call 503-684-6537.

"Spring in to Wellness"

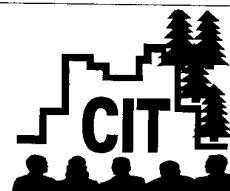
The Tigard Senior Center Wellness Team presents the 2nd Annual Senior Health Fair, Saturday, April 13, 10 a.m. to 1 p.m. at the Tigard High School Commons, 9000 SW Durham Road. Admission is free!

Health-screening tests will be available through the Lions multiple screening unit. Don't eat anything for at least three hours if you wish to be tested for diabetes. In addition, information will be provided from healthcare professionals, assisted living facilities and pharmacies. For more information, contact Jane Herron at Jim_JaneH@msn.com or call 503-590-8242.



April CIT Meeting Notice

CIT - Citizen Involvement Team Grassroots Neighborhood-Based



Where: Town Hall at City Hall, 13 125 SW Hall Boulevard

When: Thursday, April 4, 2002, 6:30 – 9:00 p.m.

The CIT meeting is cablecast live on the first Thursday on channel 22, 78 or 28 at 7 p.m. Replays are shown the following Friday at 7 p.m., Saturday at noon and Monday at 10 a.m. on channel 21 or 30 depending on your cable access.

- ←----->
- 6:30 p.m. An opportunity to meet one-on-one with staff to ask questions or discuss specific issues. Representatives will be available from the following departments:**
Administration, Community Development, Engineering, Library, Police and Public Works.
(This portion is not aired on cable.)
- 7:00 p.m. General Session – Aired on Cable Channel 22, 78 or 28.**
Announcements, updates and status reports on current activities, issues and events.
- 7:05 p.m. General Announcements**
- 7:20 p.m. City Budget Process**
A presentation on the budget hearings schedule, opportunities for public comment and the process used to reach a finalized budget.
- 7:30 p.m. Proposed New Library Update**
A panel will answer frequently asked questions about the proposed new library and summarize citizen recommendations from the site plan community meeting.
- 8:00 p.m. Break**
- 8:05 p.m. Transportation Financing Strategies**
A report on the findings of the Task Force including information on proposed fees, what the fees would be used for and the next steps in the process.
- 8:30 p.m. Member Questions and Issues**
- 8:40 p.m. Meeting Follow-up**
- 8:50 p.m. Set Next Agenda**
- 9:00 p.m. Adjourn**

Bring a friend or neighbor!

If you are unable to attend and would like to have your ideas included or have suggestions, please contact Liz Newton at liz@ci.tigard.or.us or 503-639-4171, ext. 308.

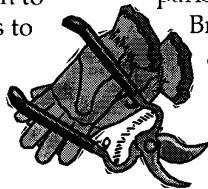
You can now ask questions or provide comments on CIT agenda items during the CIT meetings via email - citmail@ci.tigard.or.us. Any other time you have questions, CIT agenda topic suggestions or CIT program ideas, send an email. It's checked daily and you will get a response!

April 20: A good day to volunteer in Oregon ... and Tigard

On Saturday, April 20 9 a.m. – 1 p.m. the City of Tigard will join communities and organizations throughout Oregon for SOLV-IT – a statewide cleanup day. Tigard activities will include:

Fanno Creek Park – This will be the first official volunteer workday as we implement a four year plan of activities in this park. Fanno Creek Park extends from Hall Blvd north to Main Street. The first step is to get rid of blackberries and ivy so dress to protect yourself from brush. You'll like the way it looks when you're finished! Bring clip-pers if you have them. Meet behind City Hall at 13125 SW Hall Blvd.

Derry Dell Creek (near 115th and Genesis Loop) – We will continue moving down the creek removing invasive plants and debris and preparing more area for planting native trees, shrubs and ferns. It's a big job and thanks to joint efforts of volunteers and staff, we're making progress!



ress! To find this area, take Gaarde off Hwy 99, turn right on 115th, and right on Genesis Loop (follow the signs on Genesis Loop).

Summerlake Park - Give the Sorg Rhododendren Garden a boost by spreading a layer of mulch around existing plants and placing wood-chips in the area marked for expansion. Meet at the Summerlake Park parking lot on Winterlake Drive.

Bring a rake or shovel and gloves are a must.

SOLV-IT sponsors such as Portland General Electric will provide resources including drinking water, safety glasses, bags, dumpsters, etc., to assist volunteers as we all work to keep Oregon a great place to live.

For more information or to sign-up for one of the above projects, please contact Susan Koepping, City of Tigard Volunteer Coordinator at susank@ci.tigard.or.us or 503-639-4171 ext. 460. Your help is needed!

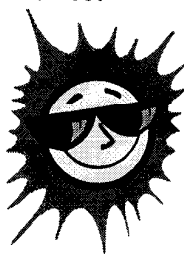
How did you feel about even/odd watering last summer?



Please let us know; visit our website at www.ci.tigard.or.us to fill out our survey. Your opinion will help us with planning this summer's water conservation program. Thank you for your support!

Congratulations to Jill Byars, our Employee of the Month for March 2002!

Jill has worked for the City of Tigard since 1997. She began employment with the City as the PBX Operator and is now an Administrative Specialist II in the Office Services Division of the Finance Department. Jill has had the double duty over the last seven months of working her current position along with helping to provide coverage during some of her co-workers absences. Jill helps with phone coverage, Council packet preparation, copying projects and information-processing projects (including the *Cityscape*)! Jill played a key role for Office Services in developing procedures for the Citywide vehicle pool. Her problem-solving skills are valued by co-workers in need of a creative solution! If you want to reserve a room in City facilities, Jill is the person to call. In a recent survey, room-use customers relayed positive and appreciative comments about the service that Jill provides. Congratulations, Jill, and thank you for all your hard work!



Board and committee openings – applications are being accepted

Library Board

The City of Tigard Library Board consists of seven citizen members who serve four-year terms. The Library Board advises the City Manager and City Council regarding library policies, budget, facilities and needs of the community, and library service. One member of this board may reside outside the Tigard city limits. At least one alternate will also be appointed.

Budget Committee

The Budget Committee consists of five Tigard residents and the City Council. The community members serve three-year terms. The Committee meets quarterly and is usually busier in the spring. This Committee reviews the City Manager's proposed budget, makes adjustments and sends it to the City Council for adoption. At least one alternate will also be appointed.

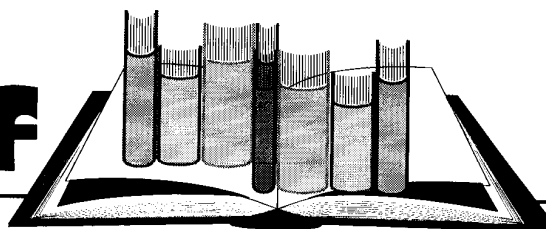
Alternates receive the same written information and training given to members and are encouraged to attend committee meetings. If a committee member resigns midterm, the Council will typically appoint the alternate to fill the vacant position.

Applications for the current board and committee openings will be accepted through April 30, 2002.

If you are interested in applying for the Library Board or Budget Committee, please complete a Citizen Interest Application. Application forms are available in the lobby of City Hall, at the Tigard Library and on the City web site www.ci.tigard.or.us, on the "volunteer opportunities" page. Questions? Please call the City of Tigard Volunteer Coordinator at susank@ci.tigard.or.us or 503-639-4171, ext. 460.

Shelf

News from the



Life

13125 SW Hall Blvd.

Tigard Library

Uncover recycled treasure at the book sale!

Books, videos and other media will sell for rock-bottom prices at the Spring Book Sale when donated and discarded books are sold to raise money for the library. This event is sponsored by the Friends of the Tigard Public Library. Seek out a bargain and learn about how proceeds from the sale will support the proposed new library!

Friday, April 26, 9 a.m. to 5 p.m. and Saturday, April 27, 9 a.m. to 3 p.m. in Town Hall.

Invest in your dreams

Do you dream of sending your children or grandchildren to college? Learn about the new generation of college savings trusts. Join Jim Shorr Thursday, April 4, 1 to 2:30 p.m. in the Puett Room.

Computer Basics class

Learn what you need to know—from mouse tutorial to file management. Back by popular demand, Computer Basics, will be offered Saturdays 11 a.m. - noon in April and May in the Puett Room. Register *in person* at the Reference Desk the day of the class.

Lauren Kessler to host Book Club

Read Lauren's book *The Happy Bottom Riding Club: The Life and Times of Pancho Barnes*, a finalist for the Oregon Book Award for nonfiction. Then join the Eugene author for the discussion, Tuesday, April 9, 7 to 9 p.m. in the Puett Room. New members are always welcome. This book chronicles the boisterous life of a pioneering female pilot and world-class party thrower.

This program is funded by Live! @ Your Library.



LIBRARY EVENTS CALENDAR

April 1, 8, 15, 22, 29	10-10:30 a.m.	Toddler Time (Reg. Req'd-full) -Puett Rm
April 2, 9, 16, 23, 30	10-10:30 a.m.	Preschool Storytime and Crafts -Puett Rm
April 3, 10, 24	1-1:30 p.m.	Preschool Storytime and Crafts -Puett Rm
April 3, 10, 24	7-7:30 p.m.	Pajama Party Family Storytime -Puett Rm
April 4, 11, 25	10-10:30 a.m.	Little People Storytime -Puett Rm
April 4	1-2:30 p.m.	"Invest In Your Dreams-College Savings Trusts" (Reg. Req'd) -Puett Rm
April 6, 13, 20, 27	11a.m.-noon	Computer Basics (Reg. in person 9:30-11 a.m. same day) -Puett Rm
April 9	7-9 p.m.	Book Club Discussion of <i>The Happy Bottom Riding Club</i> hosted by Lauren Kessler -Puett Rm
April 12	6-8 p.m.	Friday Night Music with Amy Pachelli -Puett Rm
April 14	3-4 p.m.	Virginia Lopez and the Mambo Queens -Courtyard
April 16	7-9 p.m.	"We Pine for Murder"—Chautaugua Lecture on Mark Twain -Puett Rm
April 20	2-4:30 p.m.	Celebrate Earth Day @Your Library -Puett Rm (see article on page 5)
April 25	7-8:30 p.m.	"Exploring the Tualatin River" (Reg. Req'd) -Puett Rm
April 26	9 a.m.-5 p.m.	Friends of the Library Spring Book Sale -Town Hall
April 27	9 a.m.-3 p.m.	Friends of the Library Spring Book Sale -Town Hall
April 30	4-5 p.m.	Dia de los Ninos -Water Bldg Aud
Mon-Thu	4-6 p.m.	Homework Center -Teen Area

For more information on library programs, visit our web site at www.ci.tigard.or.us

All library programs are free.

Some library programs require registration.

To sign up, call 503-684-6537

Celebrate National Library Week @ Your Library

Virginia Lopez and the Mambo Queens perform Afro-Cuban Music
Sunday, April 14, 3 to 4 p.m.
in the Courtyard

Catch the rhythm as this female percussion group plays Congolese Yoruba and Afro-Cuban music with vocal arrangements, drumming and dance. Refreshments and fun with the Bookworm after the program.

This program is made possible by the NEA (National Endowment for the Arts) and RACC (the Regional Arts and Culture Council).

"We Pine for Murder" Chautauqua
Lecture on Mark Twain
Tuesday, April 16, 7 to 9 p.m.
in the Puett Room

A western reporter noted the public's longings for sensationalism back in 1836: "We pine for murder—these fistfights are of no consequence to anybody." The reporter was Mark Twain, the journalist who never let facts get in the way of a good story.

Andrew Giarelli from Portland State University will discuss Twain, the Wild West and the development of western journalism.

Sponsored by the Oregon Council for the Humanities.

Celebrate Earth Day @ Your Library
during National Library Week!
Saturday, April 20, 2 to 4:30 p.m.
in the Puett Room and Town Hall

Celebrate the wonders of our planet earth ~ a place we call home, with Anne Louise Sterry and her interactive musical performance. Puett Room, 2 p.m.

After the music, go to Town Hall for some activities from the PBS show ZOOM! Get the scoop on Flinkers, Paper Towers, Gumdrop Domes, Puff Mobiles and more. Ages 6 and up.

Presented by the
American Society
of Engineers
Young Members
Forum.



In honor of Library Volunteers

To be a role model for my kids . . .
To gain skills or earn merit . . .
To give back to the community . . .

Volunteers give these reasons and many more for working at the Tigard Library. Whatever the reason, April is a time to say "Thank You!" to the diverse, talented team of over 220 library volunteers.

Contributing over 11,000 hours in 2001, this group (ages 12 to 90) keep the books on the shelves, repair the tapes and organize thousands of items. To all volunteers we extend our heartfelt appreciation for your contributions and your time.

Thank

Teatro Milagro

Tuesday, April 30, 4 to 5 p.m.
Water Building Auditorium (8777 SW Burnham)

Celebrate Dia de los Ninos with a live theatre presentation of the *Adventuras de Don Quixote* presented by Teatro Milagro, a multi-ethnic, multi-lingual troupe of professional actors who will delight children of all ages.

Sponsored in part by
The Oregon Arts
Commission.



Spring in to Reading continues

Preschool Stories & Crafts

Tuesdays, 10 to 10:30 a.m.
Wednesdays, 1 to 1:30 p.m.
Have fun with books, songs, and crafts. Ages 3 to 6, with adult caregiver.

Pajama Party Family Story Time

Wednesdays, 7 to 7:30 p.m.
Bring the family and your teddy bear! Come to the library in PJs and enjoy books, songs and much more! All ages.

Little People Story Time

Thursdays, 10 to 10:30 a.m.
Enjoy stories, songs, and activities. Ages 3 and under with adult caregiver.

Programs run March 19 through May 9.

Exploring the Tualatin River

Washington County's favorite river is the subject of a new book, *Exploring the Tualatin River Basin: A Nature and Recreation Guide*. Join editor Susan Peter and Sue Marshall from the Tualatin Riverkeepers, Thursday, April 25, 7 to 8:30 in the Puett Room for a slideshow presentation to celebrate the release of the book. Registration is required.

Friday night music with Amy Pachelli

Songwriter and lyricist Amy Pachelli will perform Friday, April 12, 6 to 8 p.m. in the Puett Room. Pachelli's sound has been compared to Tracy Chapman, Indigo Girls and Jewel. Listen to her CD "The Tears You Cry" then hear her live at the library playing guitar, flute and piano.

Sponsored by The Friends of the Tigard Library.



Renew @ home

It's late and your library books are due today—avoid those fines and renew online! From the Wilinet home page, www.wilinet.wccclib.or.us, click on Renew Online and follow the simple directions.

Connect faster @ Your Library

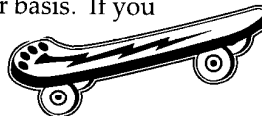
New faster computers are now available with access to Internet and Office XP. Download to disc or CD! Sign-up is required.

Skateboard Park Task Force update

On February 20, a Skateboard Park Task Force General Membership meeting was conducted in City Hall. The meeting was televised on cable TV. It will be replayed several times in April on Cable Channel 9. For program times, contact Tualatin Valley Community Access at 503-629-8534, ext. 119.

At the February meeting, Parks Manager Dan Plaza reviewed information for a design consultant to prepare the conceptual design.

Please check the City's web site for updates regarding the Skateboard Park. Meeting dates and times will be updated on a regular basis. If you have questions, contact Rich Carlson at 503-224-0871 or Dan Plaza, Parks Manager, at dan-iel@ci.tigard.or.us or 503-639-4171 ext., 399.



Clean Water Services seeks applicants for vacant positions on Advisory Commission

Clean Water Services (formerly Unified Sewerage Agency) is seeking an individual to serve a three-year term on its Clean Water Advisory Commission (CWAC). One vacancy is for representation from District 3 in the southeast portion of Washington County which includes the cities of Tigard, Tualatin, King City and Sherwood and nearby neighborhoods. Applicants must reside in this District to be eligible. The second vacancy is for a homebuilder/developer who provides services or lives in urban Washington County.

Citizens interested in applying for a position on the CWAC should contact Linda Kelly at 503-846-4469. Applications may be obtained from the Clean Water Services main office at 155 N. First Avenue, Suite 270, Hillsboro or on our web site at www.cleanwaterservices.org. They will be accepted through March 29, 2002 or until the position is filled.

Tigard Safety Town Registration

Tigard Safety Town is a nine-day session where children learn about bicycle, pedestrian, home, fire, electrical and personal safety.

Who: For kids who have a birthday between September 1, 1995 and January 1, 1998. *No exceptions!*

When: Registration is on April 13, 2002 for the following session dates:

1st Session* – June 18 – June 28 (weekdays)

2nd Session* – July 1 – July 12 (weekdays; closed July 4)

*Each session offers a morning (9-11:15 a.m.) or afternoon (Noon-2:15 p.m.) class.

Where: Registration is at Tigard City Hall.
Safety Town is held at Mary Woodward Elementary School.

Fee: \$45 (each additional child \$40) Limited scholarships are available
A legal guardian must be present at registration and bring:
1. Child's birth certificate (no substitutions!)
2. Proof of address
3. Insurance policy number and medical information
4. Name and phone number of child's doctor

For additional information, please contact Julie at jgre14@aol.com or 503-524-0664 or Joyce at gjjj@ftconnect.com or 503-590-3501.

Action plan to complete the Fanno Creek Trail

The Fanno Creek Greenway Trail is a 15-mile recreational and commuter trail that connects the Willamette River in southwest Portland to the Tualatin River near Cook Park. When completed, the Fanno Creek Trail will provide the first regional multi-use trail on the west side of the Portland region, linking existing parks and recreational facilities. More than 50% of the Tigard portion of the trail has been completed.

A working group of local project partners and Metro are developing an action plan for completing the remaining sections of the trail. A trail consultant will be hired to assist with the project.

Public meetings will be held during the development of the action plan. The first meeting will be used to explain the project and to develop a list of needs, concerns, and suggestions from those who will use or live near the trail. The second meeting will be in the form of a presentation of the draft master plan.

Open House/Workshop

April 16, 2002

Fanno Creek Farmhouse
8405 SW Creekside Place

(located in Beaverton 1 block west of Chevy's Restaurant at Hall and Nimbus.)

Presentations at 5:30 p.m. and 7:30 p.m.

Open House/Draft Master Plan Presentation

September 10, 2002

Tigard Water Building
8777 SW Burnham Street
5 p.m. to 8 p.m.

Questions: contact Duane Roberts by calling 503-639-4171 x 347 or duane@ci.tigard.or.us.

Broadway Rose April Cabaret Performance – One Night Only!

Chrissy Faith will perform classic ballads with rich lyrics in *Jazz Gallery*. Chrissy, a talented Broadway performer and recording artist, relocated to Portland last spring. She has performed with a long, diverse list of singers including Al Jarreau, Cindy Lauper and Madonna. She has toured with Neil Diamond, Paul Simon and the Mamas and the Papas. She was the singing voice of Demi Moore in the movie *No Small Affair* and was nominated for a Grammy for Best Female Rock Vocalist for the movie's soundtrack.

When: Saturday, April 27, 8 p.m.

Where: Tigard Community Friends Church
15800 SW Hall Blvd., Tigard

Cost: Tickets are \$10 each and seats are limited

To reserve tickets, call 503-620-5262 or for more information, visit The Broadway Rose web site at www.bwayrose.com.



SUBDIVISION PROPOSALS IN TIGARD

City staff periodically provides advance notice of potential subdivisions being contemplated in Tigard or its Urban Growth Area. Plans are in preliminary stages and are based on pre-application conferences with the City of Tigard. **Plans have not been finalized.** It is possible that development will not occur immediately. If the applicant goes forward with the project, a neighborhood meeting will be scheduled by the developer/applicant prior to a formal application being made with the City. Notice of the meeting is sent to property owners within 500 feet of the proposed development.

PROPOSAL #1

Tentative Project Name: "Un-Named"

Subject: Subdivision of approx. 5.88 acres into approx. 28-30 lots

Zoning: R-7, 5,000 square foot lots

Location: 12655 & 12825 SW Beef Bend Road; off SW Beef Bend Road, approximately 150 feet west of SW Prince Albert Street

Contacts:

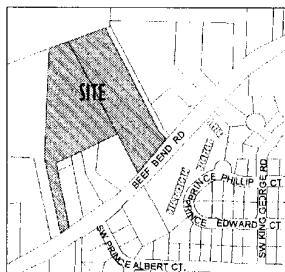
Developer/ Applicant:

B. Wagoner/ Riverside Homes, Inc. 503-645-0986

Applicant's Engineer:

Lance Ludwick/ Harris McMonagle 503-639-3453

City Staff: Mathew Scheidegger and Brian Rager 503-639-4171



PROPOSAL #2

Tentative Project Name: "Un-Named"

Subject: Subdivision of approx. 4.5 acres into approx. 11 lots

Zoning: R-7, 5,000 square foot lots

Location: 14130 & 14040 SW Fern Street; off SW Fern Street, east of SW Ascension Drive

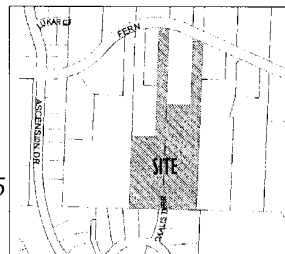
Contacts:

Developer/ Applicant:

Ken Sandblast/ Planning Resources, Inc. 503-682-2725

Applicant's Engineer: Same

City Staff: Mathew Scheidegger and Brian Rager 503-639-4171



Be a Water Saver!

The City of Tigard is pleased to announce a 2003 water-wise calendar design contest. The contest is open to elementary students in grades 1-5 who live within the Tigard water service area. This contest has been a success with Tigard elementary schools.

Students create a picture based on a water-wise theme. This year's theme is, "Be a Water Saver!" Fourteen pictures will be chosen, at least two from each grade, and used in the water-wise calendar. Entries will be judged on best expression of the theme, design, creativity, and artistic skill.

Contest rules:

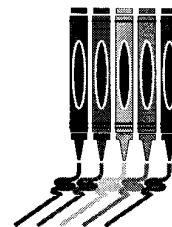
Artwork must be prepared within the boundaries of an 8 1/2" x 11 paper. The paper must be positioned in the landscape format. Entries not submitted on the correct paper size and position will not be included in the judging.

Entries must be turned into the City of Tigard no later than April 30. The office address for delivery is: City of Tigard, Attn: Sara Danz, 13125 SW Hall Blvd., Tigard, OR 97223.

Each entry must include the student's name, grade, school and his or her teacher's name.

By entering the contest, the entrant accepts and agrees to the above rules and the decisions of the judges shall be final.

For more information contact Sara Danz at sara@ci.tigard.or.us or 503-639-4171 ext. 346.



Tigard City Council Action Recap!

Here is a review of the City Council Meeting highlights for the past month:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> ➤ Declared April 1-7 as National Community Development Week. ➤ Declared Tigard High School Marching Band and Tigerette Dance Team as the Official City of Tigard Ambassadors to New York City. ➤ Conducted a public hearing to amend the Community Development Code to allow more flexibility in parking requirements for religious institutions and joint parking throughout the City of Tigard. ➤ Conducted public hearings to establish Reimbursement District No. 21 (Errol and Fonner Street) and | <ul style="list-style-type: none"> Reimbursement District No. 22 (Howard Drive). ➤ Heard an update on Cook Park Master Plan Expansion, Phase II. ➤ Discussed options to pay additional costs for the 69th Avenue Local Improvement District and reviewed assessments to property owners. ➤ Discussed options regarding MUR-2 zoning issues raised during the Washington Square Regional Plan Implementation Hearing. ➤ Met with Tigard-Tualatin School District representatives to discuss the | <ul style="list-style-type: none"> School District Facilities Bond Measure. ➤ Heard an update on the Tri-Met Action Plan. ➤ Discussed the Street Maintenance Fee Study Report. ➤ Discussed options for Cook Park concessions. ➤ Conducted a public hearing on implementing Title 3 by amending the Community Development Code. ➤ Considered a property tax exemption request from Community Partners for Affordable Housing. |
|---|---|--|

Future Council Agenda Items:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ★ Hear a legislative update from Senator Burdick and Representative Williams. ★ Hear an update on the City of Tigard Communication Plan. | <ul style="list-style-type: none"> ★ Hold a joint meeting with the Tigard-Tualatin School Board and the City of Tualatin. ★ Hear an update on the Randall Grant Program. | <ul style="list-style-type: none"> ★ Receive first quarterly update on the 2002 Council goals. ★ Hear an update from the New Tigard Library Construction Committee. |
|---|--|---|

For additional information or if you have any questions about any of the items listed above, please contact City Recorder Cathy Wheatley at 503-639-4171, ext. 309. A copy of Council packet information can be found on the City's web site at www.ci.tigard.or.us or at the Library. Audio and video tape recordings of most meetings are also available at the Library.

Community Calendar

All meetings are held at Tigard City Hall -- 13125 SW Hall Boulevard, unless noted.
Meeting dates are tentative. To confirm a date or agenda topics, please call City Hall at 503-639-4171.

The Tigard City Council meetings are cable cast live at 7:30 p.m. on the second and fourth Tuesdays of the month on Channel 22. Replays air at 7 p.m. and 1 a.m. on Thursday and 10 a.m., 7 p.m. and 1 a.m. on Friday (following the second and fourth Tuesdays) on Channel 21.

City Council:
April 9*, 16, 23*
May 14*, 21, 28*
6:30 p.m. unless otherwise posted
* Cablecast Meeting

Library Board:
Puett Room - TPL
2nd Thurs., 7 p.m.

Planning Commission:
1st & 3rd Mon., unless a holiday, 7:00 p.m.

Intergovernmental Water Board:
2nd Wed., 5:30 p.m.
Tigard Water Building
8777 SW Burnham



Paid for by:
CITY OF TIGARD
13125 SW HALL BLVD.
TIGARD, OREGON 97223
www.ci.tigard.or.us
PHONE: 503-639-4171
FAX: 503-684-7297

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Mayor's Corner

April is Volunteer Recognition Month and an especially good time to let our volunteers know how much we appreciate the time that they donate to keep this community a great place to live!

Tigard volunteers consist not only of adults, but also youth. In the library youth volunteers, ages 12-18, donated a total of 2,424 hours! Their assistance included computer work, instructing younger kids, checking in materials and shelving books.

Other areas of the City received assistance as well. Over three tons of litter and trash were picked up along streets by 125 volunteers in 17 Adopt-A-Street crews. Fire hydrants were painted and environmental work has been completed at Summer Lake, Cook, Woodard and Jack Parks along with projects at the water quality facilities at 88th Place and 135th and Walnut Streets.

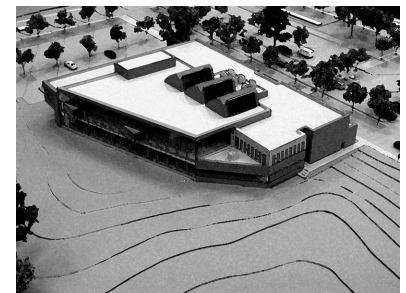
All City Departments utilize volunteers to accomplish tasks that would not get done without volunteer assistance. More than 1,000 volunteers donated in excess of 10,000 volunteer hours.



Jim Griffith, Mayor

What's New with the Proposed New Library?

You may have seen the model of the proposed new library on its whirlwind tour throughout Tigard. You may have read about the efforts of the citizen-based New Tigard Library Construction Committee to determine the need for library services in the community for the next 20 years. You may have responded to a survey asking you what kinds of library services you'd like to see in the future.



These are just a few of the ways citizens have become involved in the future direction of the Tigard Library. On March 5, citizens had another opportunity to provide feedback on the proposed new library project. At a community meeting, 50 people suggested ways to design and develop the proposed site near Hall Blvd. and O'Mara Street. Topics discussed included open spaces and parks; wetlands and environmental education; transportation, and site improvements. Citizens suggested opportunities for environmental education as well as ways the City could steward the site to highlight the open green spaces.

Bond Measure 34-47 on the **May 21 ballot** provides another opportunity for citizen involvement. The \$13 million bond measure would fund construction of the new library, as well as land acquisition, design and furnishings. During the first year, the bond rate would be approximately 31 cents per \$1,000 of assessed property value. The bonds would be issued for up to 20 years. The amount is expected to decrease over the life of the bonds as assessed property values rise and new properties are added to the City.

Like any other revenue measure on the May ballot, Bond Measure 34-47 will be approved only if 50 percent of Tigard's registered voters return their ballots, and over 50 percent of those voting cast their ballots in favor of the measure.

If you would like to schedule a presentation about the proposed new library, contact Library Director Margaret Barnes at margaret@ci.tigard.or.us or call 503-684-6537.

**MAYOR**

James Griffith
mayor@ci.tigard.or.us

COUNCIL PRESIDENT

Brian J. Moore
brianm@ci.tigard.or.us

COUNCILORS

Ken Scheckla
kens@ci.tigard.or.us

Craig Dirksen
craigd@ci.tigard.or.us

Joyce Patton
joyce@ci.tigard.or.us

CITY MANAGER

Bill Monahan
bill@ci.tigard.or.us

CITYSCAPE EDITOR

Cathy Wheatley, City Recorder
cathy@ci.tigard.or.us

All City Hall employees can be reached by phone at (503) 639-4171.

CITY MEETING SCHEDULE:**City Council**

2nd, 3rd & 4th Tuesdays, 6:30 p.m.
 Town Hall

Library Board

2nd Thursday, 7 p.m.
 Library Puett Room

Planning Commission

1st & 3rd Mondays, 7:30 p.m.
 Town Hall

Intergovernmental Water Board

2nd Wednesday, 5:30 p.m.
 Tigard Water Building

CIT Agenda

CIT - Citizen Involvement Team Grassroots, Neighborhood-Based



When: Thursday, April 4, 2002, 6:30 - 9:00 p.m.

Where: Town Hall at City Hall, 13125 SW Hall Boulevard

The CIT meeting is cablecast live on the first Thursday on channel 22, 78 or 28 at 7 p.m. Replays are shown the following Friday at 7 p.m., Saturday at noon and Monday at 10 a.m. on channel 21 or 30 depending on your cable access.

- 6:30 p.m.** An opportunity to meet one-on-one with staff to ask questions or discuss specific issues. Representatives will be available from the following departments: Administration, Community Development, Engineering, Library, Police and Public Works. (This portion is not aired on cable.)
- 7:00 p.m.** General Session – Aired on Cable Channel 22, 78 or 28. Announcements, updates and status reports on current activities, issues and events.
- 7:05 p.m.** General Announcements
- 7:20 p.m.** City Budget Process: a presentation on the budget hearings schedule, opportunities for public comment and the process used to reach a finalized budget.
- 7:30 p.m.** Proposed New Library Update: A panel will answer frequently asked questions about the proposed new library and summarize citizen recommendations from the site plan community meeting.
- 8:00 p.m.** Break
- 8:05 p.m.** Transportation Financing Strategies: A report on the findings of the Task Force including information on proposed fees, what the fees would be used for and the next steps in the process.
- 8:30 p.m.** Member Questions and Issues
- 8:40 p.m.** Meeting Follow-up
- 8:50 p.m.** Set Next Agenda
- 9:00 p.m.** Adjourn

Bring a friend or neighbor!

If you are unable to attend and would like to have your ideas included or have suggestions, please contact Liz Newton at *liz@ci.tigard.or.us* or 503-639-4171, ext. 308.

You can now ask questions or provide comments on CIT agenda items during the CIT meetings via email - *citmail@ci.tigard.or.us*. Any other time you have questions, CIT agenda topic suggestions or CIT program ideas, send an email. It's checked daily and you will get a response!



Health Test Available!

Health screening tests will be available through the Lions multiple screening unit. Don't eat anything for at least three hours if you wish to be tested for diabetes. In addition, information will be provided from healthcare professionals, assisted living facilities and pharmacies. For more information, contact Jane Herron at Jim_JaneH@msn.com or call 503-590-8242.



Broadway Rose April Cabaret Performance – One Night Only!

Chrissy Faith will perform classic ballads with rich lyrics in *Jazz Gallery*. Chrissy, a talented Broadway performer and recording artist relocated to Portland last spring. She has performed with a long, diverse list of singers including Al Jarreau, Cindy Lauper and Madonna.

She has toured with Neil Diamond, Paul Simon and the Mamas and the Papas. She was the singing voice of Demi Moore in the movie *No Small Affair* and was nominated for a Grammy for Best Female Rock Vocalist for the movie's soundtrack.

When: Saturday, April 27, 8 p.m.

Where: Tigard Community Friends Church, 15800 SW Hall Boulevard, Tigard

Cost: Tickets are \$10 each and seats are limited. To reserve tickets, call 503-620-5262.

For more information, visit The Broadway Rose web site at www.bwayrose.com.

Action Plan to Complete the Fanno Creek Trail

The Fanno Creek Greenway Trail is a 15-mile recreational and commuter trail that connects the Willamette River in southwest Portland to the Tualatin River near Cook Park. When completed, the Fanno Creek Trail will provide the first regional multi-use trail on the west side of the Portland region, linking existing parks and recreational facilities. More than 50% of the Tigard portion of the trail has been completed.

A working group of local project partners and Metro are developing an action plan for completing the missing sections of the trail within Tigard and the other jurisdictions along its route. A trail consultant will be hired to assist the project.

Two rounds of public meetings will be held during the development of the action plan. The first round will be used to explain the project and to develop a list of needs, concerns, and suggestions of residents who will use or live near the trail.

Open House/Workshop

- April 16, 2002
- Fanno Creek Farmhouse, 8405 SW Creekside Place (located in Beaverton near Chevy's Restaurant on Hall Blvd.)
- 5:00 pm. to 8:00 p.m.



Shelf



Life

News from the Tigard Library

Celebrate National Library Week @ Your Library

Virginia Lopez and the Mambo Queens perform Afro-Cuban Music Sunday, April 14, 3 to 4 p.m. in the Courtyard

Catch the rhythm as this female percussion group plays Congolese Yoruba and Afro-Cuban music with vocal arrangements, drumming and dance. Refreshments and fun with the Bookworm after the program.

This program is made possible by the NEA (National Endowment for the Arts) and RACC (the Regional Arts and Culture Council).

"We Pine for Murder" Chautauqua Lecture on Mark Twain, Tuesday, April 16, 7 to 9 p.m. in the Puett Room

A western reporter noted the public's longings for sensationalism back in 1836: "We pine for murder—these fistfights are of no consequence to anybody." The reporter was Mark Twain, the journalist who never let facts get in the way of a good story.

Andrew Giarelli from Portland State University will discuss Twain, the Wild West and the development of western journalism.

Sponsored by the Oregon Council for the Humanities.

April 1, 8, 15, 22, 29	10-10:30 a.m.	Toddler Time (Reg. Req'd-full) -Puett Rm
April 2, 9, 16, 23, 30	10-10:30 a.m.	Preschool Storytime and Crafts -Puett Rm
April 3, 10, 24	1-1:30 p.m.	Preschool Storytime and Crafts -Puett Rm
April 3, 10, 24	7-7:30 p.m.	Pajama Party Family Storytime -Puett Rm
April 4, 11, 25	10-10:30 a.m.	Little People Storytime -Puett Rm
April 4	1-2:30 p.m.	"Invest In Your Dreams-College Savings Trusts" (Reg. Req'd) -Puett Rm
April 6, 13, 20, 27	11a.m.-noon	Computer Basics (Reg. in person 9:30-11 a.m. same day) -Puett Rm
April 9	7-9 p.m.	Book Club Discussion of The Happy Bottom Riding Club hosted by Lauren Kessler -Puett Rm
April 12	6-8 p.m.	Friday Night Music with Amy Pachelli - Puett Rm
April 14	3-4 p.m.	Virginia Lopez and the Mambo Queens - Courtyard
April 16	7-9 p.m.	"We Pine for Murder" Chautauqua Lecture on Mark Twain -Puett Rm
April 20	2-4:30 p.m.	Celebrate Earth Day @Your Library - Puett Rm (see article on page 5)
April 25	7-8:30 p.m.	"Exploring the Tualatin River" (Reg. Req'd) -Puett Rm
April 26	9 a.m.-5 p.m.	Friends of the Library Spring Book Sale - Town Hall
April 27	9 a.m.-3 p.m.	Friends of the Library Spring Book Sale -Town Hall
April 30	4-5 p.m.	Dia de los Ninos -Water Bldg Aud.
Mon-Thu	4-6 p.m.	Homework Center -Teen Area

For more information on library programs, visit our web site at www.ci.tigard.or.us All library programs are free. Some library programs require registration. To sign up, call 503-684-6537.



Friday night music with Amy Pachelli

Songwriter and lyricist Amy Pachelli will perform Friday, April 12, 6 to 8 p.m. in the Puett Room. Pachelli's sound has been compared to Tracy Chapman, Indigo Girls and Jewel. Listen to her CD "The Tears You Cry" then hear her live at the library playing guitar, flute and piano.

Sponsored by The Friends of the Tigard Library.

In honor of Library Volunteers

To be a role model for my kids . . .

To gain skills or earn merit . . .

To give back to the community . . .

Volunteers give these reasons and many more for working at the Tigard Library. Whatever the reason, April is a time to say "Thank You!" to the diverse, talented team of over 220 library volunteers.

Contributing over 11,000 hours in 2001, this group (ages 12 to 90) keep the books on the shelves, repair the tapes and organize thousands of items. To all volunteers we extend our heartfelt appreciation for your contributions and your time.

Connect faster @ Your Library

New faster computers are now available with access to Internet and Office XP. Download to disc or CD! Sign-up is required.



Spring into reading continues...

Preschool Stories & Crafts

- Tuesdays, 10 to 10:30 a.m.
- Wednesdays, 1 to 1:30 p.m.

Have fun with books, songs, and crafts. Ages 3 to 6, with adult caregiver.

Pajama Party Family Story Time

- Wednesdays, 7 to 7:30 p.m.

Bring the family and your teddy bear! Come to the library in PJs and enjoy books, songs and much more! All ages.

Little People Story Time

- Thursdays, 10 to 10:30 a.m.

Enjoy stories, songs, and activities. Ages 3 and under with adult caregiver.

Programs run March 19 through May 9.

Library programs rock!

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City of Tigard
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Tigard, OR 97223

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Tigard City Council Action Recap!

For additional information or if you have any questions about any of the items listed below, please contact City Recorder Cathy Wheatley at 503-639-4171, ext. 309. A copy of Council packet information can be found on the City's web site at www.ci.tigard.or.us or at the Library. Audio and video tape recordings of most meetings are also available at the Library.

City Council Meeting highlights for the past month

- Declared April 1-7 as National Community Development Week.
- Declared Tigard High School Marching Band and Tigerette Dance Team as the Official City of Tigard Ambassadors to New York City.
- Conducted a public hearing to amend the Community Development Code to allow more flexibility in parking requirements for religious institutions and joint parking throughout the City of Tigard.
- Conducted public hearings to establish Reimbursement District No. 21 (Errol and Fonner Street) and Reimbursement District No. 22 (Howard Drive).
- Heard an update on Cook Park Master Plan Expansion, Phase II.
- Discussed options to pay additional costs for the 69th Avenue Local Improvement District and reviewed assessments to property owners.
- Discussed options regarding MUR-2 zoning issues raised during the Washington Square Regional Plan Implementation Hearing.
- Met with Tigard-Tualatin School District representatives to discuss the School District Facilities Bond Measure.
- Heard an update on the Tri-Met Action Plan.
- Discussed the Street Maintenance Fee Study Report.
- Discussed options for Cook Park concessions.
- Conducted a public hearing on implementing Title 3 by amending the Community Development Code.

Future Council Agenda Items:

- Hear a legislative update from Senator Burdick and Representative Williams.
- Hear an update on the City of Tigard Communication Plan.
- Hold a joint meeting with the Tigard-Tualatin School Board and the City of Tualatin.
- Hear an update on the Randall Grant Program.
- Receive first quarterly update on the 2002 Council goals.
- Hear an update from the New Tigard Library Construction Committee.

The Tigard City Council meetings are cable cast live at 7:30 p.m. on the second and fourth Tuesdays of the month on Channel 22. Replays air at 7 p.m. and 1 a.m. on Thursday and 10 a.m., 7 p.m. and 1 a.m. on Friday (following the second and fourth Tuesdays) on Channel 21.

AGENDA ITEM # _____
FOR AGENDA OF April 16, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Consideration of Planning Fee Study

PREPARED BY: Dick Bewersdorff DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Review of Cost of Service Study for Planning Fees and determine rate of fee recovery.

STAFF RECOMMENDATION

Authorize Staff to prepare a Resolution adopting a new fee schedule providing 100 percent cost recovery for services.

INFORMATION SUMMARY

In 2001, the City of Tigard contracted with Merina & Company to conduct a cost of service study for the Current Planning Division. The company worked with planning and finance staff to produce the analysis. The current fee schedule was based on a study completed in FY 1995-96. The Merina & Co. analysis just completed indicates that fee recovery is now approximately thirty percent of the total cost of the Division. The Merina study provides an analysis of direct labor costs, material costs and overhead costs. It is based on a detailed study of time spent on land use applications for a period of seven months. The time study includes time spent on projects after a written decision was issued. Approximately 24 percent of the project hours occur after a decision is issued. The attached study provides the background, methodology and rate setting process. Included is a recommended fee recovery schedule, a compilation of costs for each procedure in comparison with existing fees and a comparison with fee from Portland, Gresham, Beaverton, Tualatin, Lake Oswego and Washington County.

OTHER ALTERNATIVES CONSIDERED

1. Reduce percentage of cost recovery
2. Make no change in existing fee schedule

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Growth and Growth Management: Goal 2 Urban Services are provided to all citizens within Tigard's urban growth boundary and recipients of services pay their share.

ATTACHMENT LIST

1. Staff memo describing fee study
2. Merina & Co. fee study

FISCAL NOTES

Fees cover only 30% of cost of planning review.

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Community
Development
Shaping A Better
Community

MEMORANDUM

CITY OF TIGARD, OREGON

13125 SW Hall Boulevard
Tigard, Oregon 97223
(503) 639-4171
Fax 684-7297

TO: City Council

FROM: Dick Bewersdorff

DATE: March 13, 2002

SUBJECT: 2002 Planning Fee Study

In 2001, the City of Tigard contracted with Merina & Company, LLP, certified public accountants and consultants to conduct a cost of service study for the Current Planning Division. Merina and Company has worked with the City on other financial analysis. The company worked closely with planning and finance staff to produce their analysis. The Division is responsible for development review and charges development review fees.

The current fee schedule is based on a study completed in FY 1995-96. The Merina and Company analysis indicates fee recovery is now approximately thirty percent of the total cost of the Division.

The attached Land Use Rate Study provides an analysis of direct labor costs, material costs and overhead costs. The study recommends adopting fee rates which cover the cost of services for the Division.

The initial step in the study was a detailed study of all procedures for a seven month period from April through October, 2001. Documentation of time included time spent after a written decision was made. The study indicates 24 percent of the project hours occur after a decision is issued. This includes site inspections, condition of approval verification and working with applicants to meet conditions to produce a plan and project that meet approval requirements.

- ▶ Pages 1-7 of the Study provide background, the methodology and the rate setting process.
- ▶ Page 8 is the recommended fee schedule by Merina and Company. Also included are fees that would equal 80%, 60% and 40% cost recovery.
- ▶ Page 16 provides a compilation of costs for each procedure with a comparison with the existing fee.
- ▶ Page 17 shows the cost for each procedure, the current fee and provides a comparison with fees from Cities of Portland, Gresham, Beaverton, Tualatin, Lake Oswego and Washington County.

Based upon Council direction staff will return with finalized recommendations and a resolution to adopt new fees at the May 28, 2002 Council meeting. The results of the study will be provided to the development community and other interested groups. The new fees would be targeted to go into effect on July 1, 2002.

Executive Summary

The City of Tigard contracted with Merina & Company, LLP (MCO) to conduct a Cost of Service Rate Study for the Current Planning Division (CPD) within the Community Development Department. The division is responsible for processing land use and development applications for the City of Tigard and the Bull Mountain area of Washington County. The current fee structure is based on a study completed in FY 1995-96 and is presently only recovering approximately thirty percent (30%) of the total costs of the division.

The first step of this engagement, which covered seven months, was an extensive and detailed time study of all procedures completed within the division starting in April 2001 and extending till October 2001. The hours documented by each individual within the division were the primary means of allocation for the costs of the division. Costs used for this study either come directly from the FY 2001-02 budget, or were derived from the budget by the City's finance department.

The Cost of Service fees were computed and some adjustments made based on a comparison of rates of several neighboring jurisdictions. For some procedures, the costs we are proposing will be the highest within the Portland Metro Area; however, these are the true costs of service rates. Our proposed rates will recover all but approximately seven percent (7%) of the recoverable costs.

It is our recommendation that the City adopt the rates which recover the cost of services for the CPD. Resources from the general fund currently used to cover these costs can be freed up for other areas, giving the City more flexibility in future years. In this report we also present alternative rates should the council elect to recover less of the CPD costs.

Introduction and Background

Revenue generated by land use applications fees was not enough to cover the expenses of the Current Planning Division (CPD) within the Community Development Department (CDD); therefore, Merina & Company LLP (MCO) was contracted by the City of Tigard (the City) to conduct a Full Cost of Service study for land use fees. The current rate structure is covering approximately 30% of the total division costs with the balance being subsidized by the general fund.

An earlier study, completed during the FY 1995-96, implemented a rate increase to cover the costs of the current planning programs within the CDD. At the time of the study, processing land use and development applications consumed approximately 30% of the department's resources. Since that study was completed, the growth within the region warranted the expansion of the CPD as a separate division within the CDD specifically to handle land use and development within the City. Unfortunately, the rates implemented from that rate study are not adequate to fund the division today.

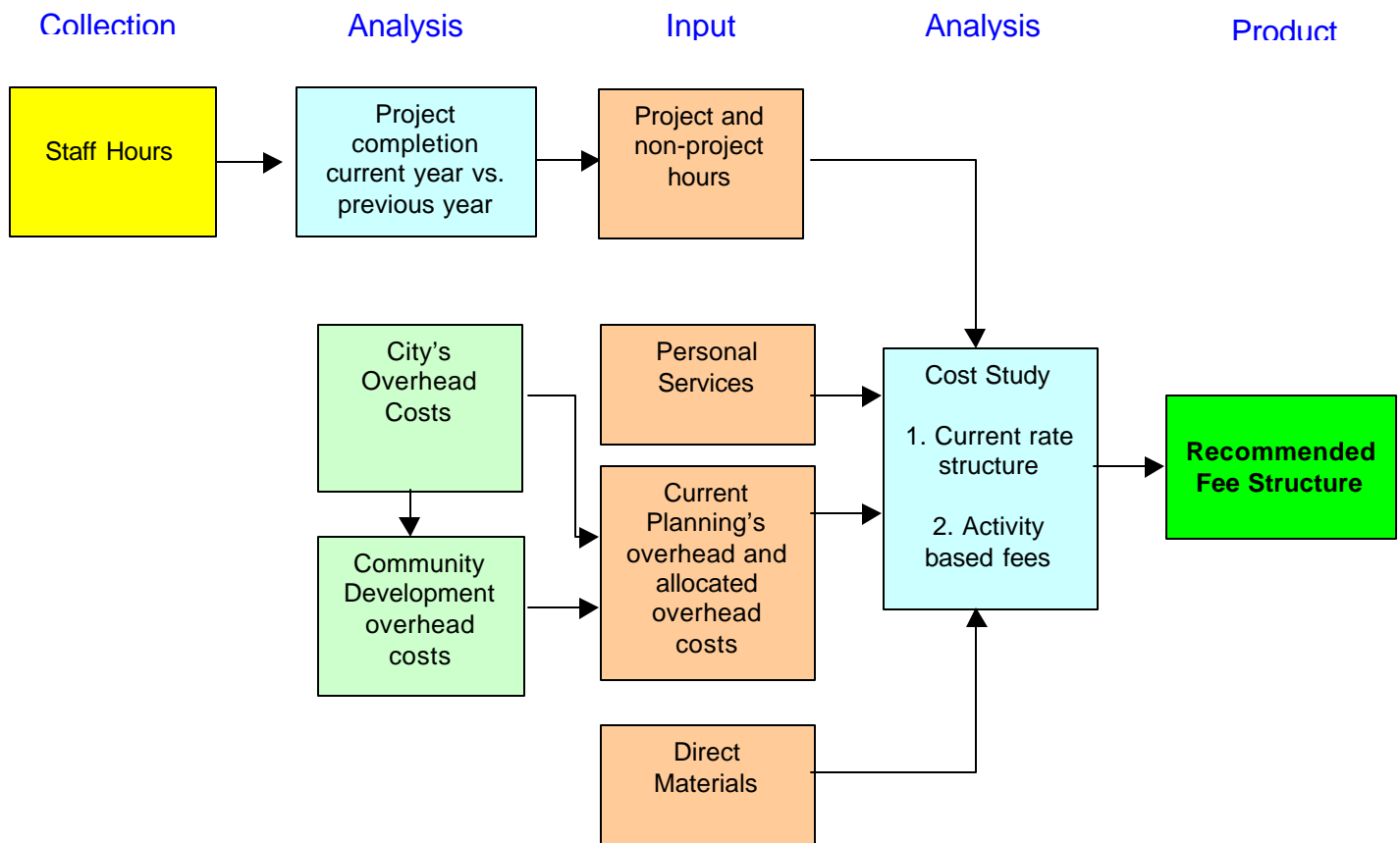
The methodology used in the 95-96 study followed this simplified process:

1. An hourly rate for each personnel position was calculated based on the sum of direct labor plus overhead cost plus material cost.
 - a. Direct labor cost per hours was computed by wage plus benefit and divided by work year hours (1,816).
 - b. Material costs were allocated on Full Time Equivalents (FTEs)
 - c. Computed overhead costs were allocated based on the direct labor cost for each position (the higher the rate of pay, the greater the overhead burden).
2. The hourly rate was then multiplied by the time needed by each position to complete a procedure. Hours used to calculate the fees were based on employee estimates of time spent executing each procedure. Here is an example from that study:

Final Plat

Associate Planner	\$ 50.02 x 2 hours	\$100.04
Senior Planner	\$ 58.37 x .5 hours	\$ 29.19
Development Services Tech	\$ 41.48 x 4 hours	\$167.20
Total Staff Costs		\$296.43
Total Land Use Fee		\$295.00

For the Full Cost of Service study completed by MCO, the primary cost driver used was the documented labor hours from the CPD. From April 2001 till October 2001, all divisional staff filled out daily time sheets to track the time spent on various projects. Costs and time have been computed and a series of schedules is presented for the development of a new rate structure. The diagram on the next page graphically depicts the process.

Figure 1: Rate Study Diagram**Costs**

The total cost of the division, which was derived from the City of Tigard's current budget covering the fiscal year 2001-02, is computed at \$760,532. The following is a breakdown of the cost components:

a. Personal Services (Labor)	497,722
b. Materials and Services	57,049
c. Capital Outlay ¹	0
d. Indirect City Overhead Allocation ²	110,566
e. Community Development Administration Allocation ³	95,195

Total Cost of CPD (2001-02) \$ 760,532

¹ Depreciation was analyzed and determined to be immaterial, capital outlay is not included because it is replaced by depreciation.

² Indirect City Overhead was computed by the City Finance Department using the current budget.

³ Community Development Administrative Costs allocation was computed on the percentage of FTEs of the CPD.

Time

Hours were compiled using a daily time sheet (example in Appendix A, page 10) developed by MCO and Dick Bewersdorff (Planning Manager) for this study. Each month, from April 2001 till October 2001, the sheets were input and compiled using a Microsoft Access database. Total study hours tracked 5,765 of the 11,804 yearly hours budgeted for the division. The primary objective was to determine total hours spent on each type of procedure. Here are the findings of the study:

1. Using the data compiled for each procedure, we determined the time spent on each procedure for each level of employee. The study compiled time for 17 of the 21 procedures listed. There were four procedures, which did not accrue enough hours to measure the time spent by the division, therefore, the time spent to complete was estimated by the Planning Manager.
2. Hours assigned to a specific project accounted for forty percent (40%) of the total division hours. Sixty seven percent (67%) of Assistant Planners' time was spent on projects, while the Administrative Assistants and Permit Technicians spent twenty four percent (24%) of their time on projects, and the Planning Manager spent twenty five percent (25%) of his time on projects.
3. Project hours were tracked using the year of origination and the project number. The study revealed that twenty four (24%) of project hours (566 of the 2,332 total billable hours) were from previous years. Ten of the twenty-one procedures had the carry over effect. When compiling the total time spent, carry over hours were added to the current year time spent by the CPD.

The chart in the Appendix A, page 11 details the hours compiled and the footnotes for each column. The matrix and the tally sheets for each project are included in Appendix B following this report.

The Cost of Service Rate Setting Process

The compilation of the rates followed a four (4) step process. The methodology used to arrive at the rates follows the following process:

Step 1 - Allocation of Direct Labor Costs

Direct labor hours are the project hours, which were tracked by the division on a daily basis. This was the time division personnel spent on a specific project.

1. Labor dollars were assigned based on the budgeted hourly labor rate (see Appendix A, page 12) and the amount of time spent by divisional staff for each procedure. For instance, the Planning Manager spent ten hours on each comprehensive plan amendment, so his cost contribution of \$465.60 is his labor rate of \$46.56 multiplied by ten hours. The hourly rate of \$46.56 is the fully loaded rate, which includes wages, benefits, and paid time off. The remainder of staff's time is also applied using the same methodology. The total labor cost is the sum of all staff input into each procedure.

2. The cost of prior year's hours is the same rate as the Associate Planner's rate. Most of the time spent on prior year's projects was that of the Associate Planners.

The yearly projected direct labor (billable) cost of the CPD is \$202,858, based on the per year average of procedures times the total direct labor costs. The hourly rates used are the fully loaded rate, which is computed by using the top of the scale hourly rates as outlined in the City of Tigard annual budget. The rate was then multiplied by 1.37% to account for benefits and then divided by 87% to account for paid time off. The full computation of all personnel is detailed in Appendix A, page 12.

Step 2 - Allocation of Non Project Costs

The next step was to allocate non-project labor costs to each procedure. These are the non billable costs from the time study. To arrive at this cost, we had to determine personnel costs, which are considered to benefit the entire community and, therefore, should be removed from the allocated labor costs. According to the Planning Manager, the Permit Technicians and Planners spend 75% and 30% of their time respectfully serving the public at large.

Another cost subtracted from the total budgeted labor was project costs for internal project labor. These are projects done by CPD for other departments such as parks and public works.

Here is the break down of non-project costs.

Budgeted Labor	497,722
Less Direct Labor	(202,858)
Less Permit Tech Hours	(83,305)
Less Associate Planner Hours	(60,600)
Less Internal Project Hours	(7,131)
Balance of Labor Costs	\$143,828

Non-project hours account for 6,132 hours of the yearly budgeted 11,804 hours, or 52% of the time worked in CPD. The balance of the labor cost is spread over the remaining 6,132 hours⁴. The cost per hour on non-project labor is \$23.46.

The non-project hourly rate is allocated based on the time needed to complete all projects over the course of a year. On the average, there will be three CPAs (Comprehensive Plan Amendment) performed per year. This will take up 5.4% of the total project hours per year. It is the 5.4% used to allocate the balance of the costs. Here is the example:

$$6,132 \text{ hours} \times 5.4\% = 331 \text{ hours} / 3 \text{ procedures per year} = 110 \text{ hours}$$

So each CPA will be allocated 110 hours of non-project labor at \$23.46. The percentages and matrix can be found in the Appendix A, page 13.

⁴ The labor hours associated with the labor costs for community benefit and internal project labor were not subtracted from the 6,132 hours. The balance of hours represents an allocation factor for the remaining labor costs.

Step 3 – Material Costs

Material costs are allocated in three steps based on the level of service. Total budget for materials is \$57,049, of which, \$39,264 is allocated to all procedures based on the hours spent on each procedure. The yearly projected hours for all procedures are approximately 5,673, which is \$6.92 per hour. Level III and IV are assigned an additional cost of \$263 per procedure. All level IV procedures are levied an additional cost of \$399 per procedure. The chart in Appendix A, page 14 details the costs and allocating factors.

Step 4 – Allocation of Overhead

Overhead costs for this rate study came from two areas; City and Departmental. The City overhead of \$110,566 was computed by the City of Tigard Finance Office and the Community Development overhead, which includes the CPD, of \$95,195 was derived from the City budget. Both of these costs were allocated on the 5,673 project hours. The City overhead rate is \$19.49 per project hour and the departmental administrative cost is \$16.78 per project hour. The chart in Appendix A, page 15 details the costs and allocation factors.

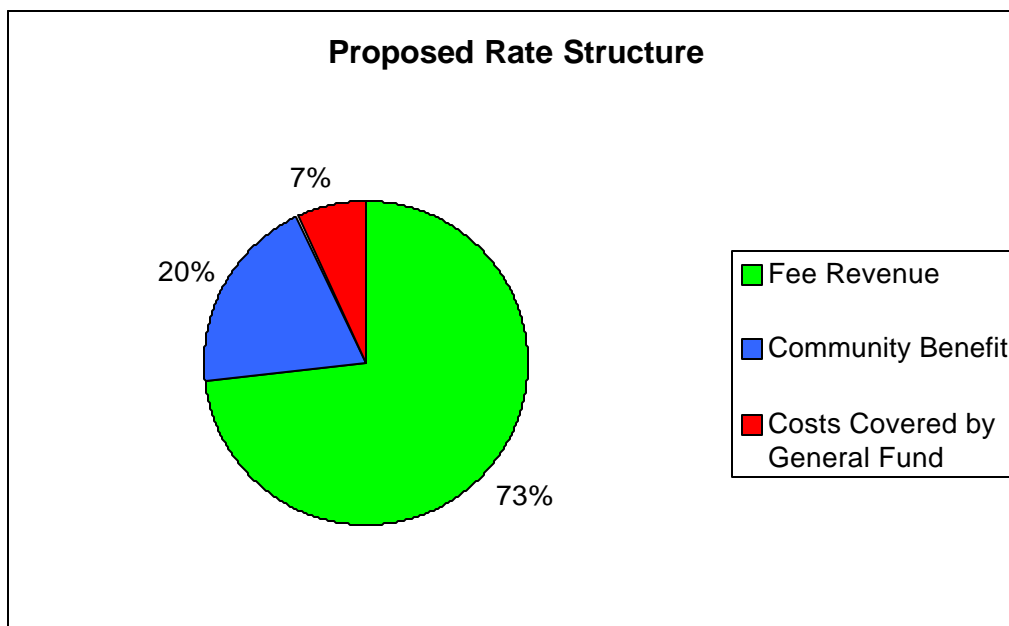
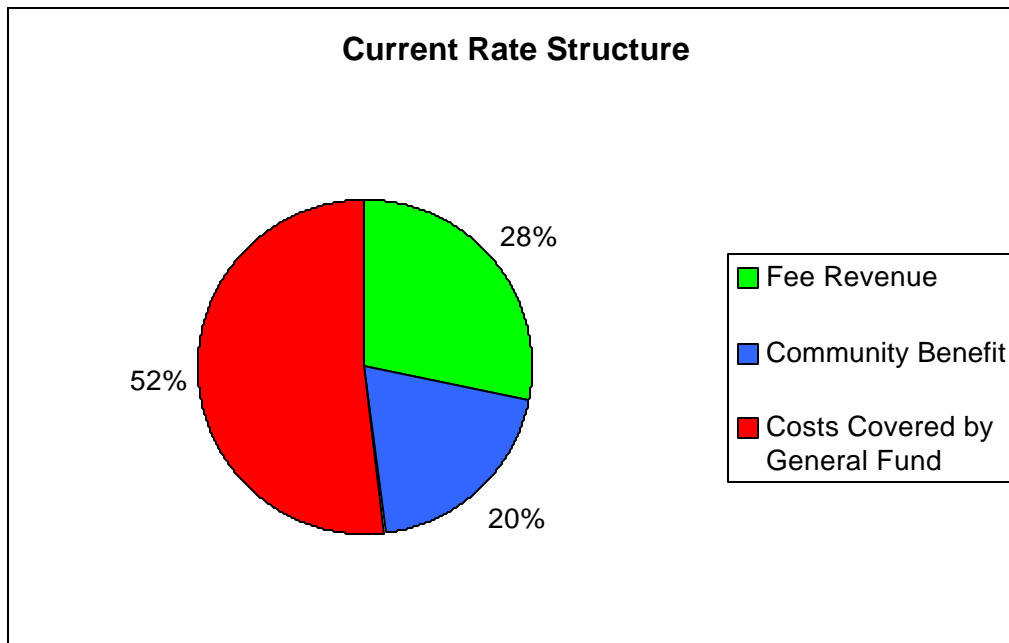
Computing the Full Cost of Service Rate

We determined the **total** cost of the CPD is approximately \$760,500. Of this, \$151,000 is for community benefit and internal customers, which brings down the required revenue needed to cover the cost of service for the CPD to \$609,500. The proposed rate structure on page 8 will generate approximately \$558,700 of revenue based on the yearly average of performed procedures. This still leaves a short fall in revenue of \$50,800 requiring the general fund to cover only 7% of the division's cost. We propose the adoption of the cost structure that has the full cost of service rates, however, some of the fees may be higher than the market would bear. Two possible ways to capture the difference is an increase in productivity due to an experienced staff or an increase in the number of procedures above the projected average.

One issue not currently addressed is chargeable hours for procedures not listed. Some jurisdictions list hourly rates for departmental personnel. We recommend the following rates for personnel:

Position	Hourly Rate	Material Cost	Overhead	Total	Proposed Fee
Planning Manager	\$ 46.56	\$ 6.92	\$ 36.27	\$ 89.75	\$ 90.00
Assoc. Planner	\$ 37.08	\$ 6.92	\$ 36.27	\$ 80.27	\$ 80.00
Assistant Planner	\$ 31.86	\$ 6.92	\$ 36.27	\$ 75.05	\$ 75.00
Permit Technician	\$ 30.58	\$ 6.92	\$ 36.27	\$ 73.77	\$ 74.00
Sr. Administrator	\$ 28.34	\$ 6.92	\$ 36.27	\$ 71.53	\$ 72.00
Administrator	\$ 22.00	\$ 6.92	\$ 36.27	\$ 65.19	\$ 65.00

The pie chart on the next page graphically details our proposed cost structure and the following page lists the proposed rate structure.

Source of Funding for the Current Planning Division

Proposed Rate(s) for the City of Tigard's Current Planning Division

Prefix	Procedure	Current Fee	Proposed Rate	80 % Recovery	60 % Recovery	40 % Recovery
CPA	Comprehensive Plan Amendment	4,015	10,000	8,835	6,626	4,418
CUP	Conditional Use Permit	1,615	5,500	4,444	3,333	2,222
HOP1	Home Occupational Permit Type 1	30	65	40	30	30
HOP2	Home Occupational Permit Type 2	545	375	360	360	360
MIS	Miscellaneous (95% are Lot Line Adjustments)	100	525	417	312	208
MLP	Minor Land Partition	780	4,000	3,332	2,499	1,666
MMD	Minor Modification of Approved Plan	100	750	585	439	293
PDR	Planned Development Review	2,170	7,500	6,330	4,747	3,165
PRE	Pre-Application Conference	240	320	254	240	240
SDR	Site Development Review	1,600	6,500	5,525	4,144	2,762
SGN	Sign Permit	50	75	50	50	50
SLR	Sensitive Lands Review	745	2,800	2,301	1,726	1,150
SUB	Subdivision Type II	2125 + 10 lot	5000 +100 per lot	4,349	3,262	2,174
SUB	Subdivision Type II	2125 + 20% PDR	10000 + 250 per lot	17,572	13,179	8,786
TRE	Tree Removal Permit	160	175	160	160	160
TUP	Temporary Use Permit	100	375	285	214	143
VAC	Vacation (street, plat, easement)	1,530	1,800	1,444	1,083	722
VAR	Variance Type I	545	800	645	545	545
ZCA	Annexation / Zone Change	1,160	3,300	2,617	1,962	1,308
ZOA	Zone Ordinance Amendment	1,415	4,500	3,630	2,723	1,815
ZON	Zone Change	1,505	3,700	2,974	2,231	1,505
APPEALS	Directors Decision (Type 2) to Hearing Officer	1,745	2,500	2,296	1,745	1,745
INT	Interpretations of Development Code by the Director	340	750	600	450	340
HD	Historic Overlay/Review District	2,190	5,000	3,994	2,996	1,997

Appendix A

**CITY OF TIGARD
DEPARTMENT OF PLANNING
DAILY TIME SHEET**

EMPLOYEE NO: _____
 EMPLOYEE NAME: Matt Schuler
 POSITION: As Planner
 DATE: 08/24/01

ENTRY NO.	PROJECT / CASE NO.			DECISION- MAKING TYPE	TIME HOURLY**
	Prefix	Year	Proj. No.		
1	SDR	2000	10	II	2
2	SDR	2001	2	II	2
3	SDR	2001	6	II	1
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20	Non-Project time			3	

TOTAL HOUR 8

* TYPE I = Ministerial Review; TYPE II = Director; TYPE III = Hearing officer; TYPE IV = Plan Commission;
 LLD = Limited Land Use Decision; ELD = Expedited Land Decision

** In 0.25 hour increments.

City of Tigard
Land Use Fee Study
Labor Hours per procedure

Prefix	Procedure	Type I	Type II	Type III	Type IV	Totals		Per Year Average	Recorded Hours in the Current Year					Prev. Yrs Carry Over %	Other Years Hours	Total Study Hours
						2001 Time Study	1995 Study Survey		Total Yearly Hours	Planning Manager	Assoc Planer	Permit Techs	Admin			
CPA	Comprehensive Plan Amendment			X	X	NC	82 hrs	3	82	10	62	0	10	0.24	20	102
CUP	Conditional Use Permit		X	X		44 hrs	33 hrs	6	44	4	20	0	20	0.24	11	55
HOP1	Home Occupational Permit Type 1	X				.5 hrs	N/A	130	0.5	0	0	0.5	0	0	0	0.5
HOP2	Home Occupational Permit Type 2		X			3.5 hrs	N/A	7	3.5	0.5	1	1	1	0	0	3.5
MIS	Miscellaneous (95% are Lot Line Adjustments)	X				5 hrs	6 hrs	24	5	0.25	3.5	0.5	0.75	0	0	5
MLP	Minor Land Partition		X			32 hrs	16 hrs	16	32	1	23	0.25	7.75	0.24	8	40
MMD	Minor Modification of Approved Plan	X				7 hrs	N/A	9	7	0.25	5.5	0.25	1	0	0	7
PDR	Planned Development Review			X		59 hrs	10 hrs	7	59	4	43.5	0.75	10.75	0.24	14	73
PRE	Pre-Application Conference	X				3 hrs	N/A	50	3	0.25	2.5	0.25	0	0	0	3
SDR	Site Development Review		X			53 hrs	37 hrs	24	53	3	39	1	10	0.24	13	66
SGN	Sign Permit	X				.5 hrs	1.5 hrs	150	0.5	0	0	0.5	0	0	0	0.5
SLR	Sensitive Lands Review		X	X		22 hrs	16 hrs	7	22	1	14	0	7	0.24	5	27
SUB	Subdivision Type II		X			42 hrs	44 hrs	7	42	3	29	1	9	0.24	10	52
SUB	Subdivision Type II			X		166 hrs	44 hrs	2	166	30	97	0	39	0.24	40	206
TRE	Tree Removal Permit	X				1.5 hrs	1.5 hrs	4	1.5	1.5	0	0	0	0	0	1.5
TUP	Temporary Use Permit	X				2.5 hrs	7 hrs	16	2.5	0.25	0.25	1	1	0.24	1	3.5
VAC	Vacation (street, plat, easement)			X		15 hrs	7 hrs	6	15	1	8	0.5	5.5	0	0	15
VAR	Variance Type I	X	X			8 hrs	N/A	19	8	0.25	1.75	5	1	0	0	8
ZCA	Annexation / Zone Change				X	NC	25 hrs	6	25	2	17	1	5	0	0	25
ZOA	Zone Ordinance Amendment				X	NC	30 hrs	3	30	4	18	0	8	0.24	7	37
ZON	Zone Change			X		NC	33 hrs	5	33	3	23	1	6	0	0	33
APPEALS	Directors Decision (Type 2) to Hearing Officer					NC	25 hrs	2	25	5	10	3	7	0	0	25
INT	Interpretations of Development Code by the Director					NC	7 hrs	2	7	2	4	0	1	0	0	7
HD	Historic Overlay/Review District					NC	45 hrs	1	45	1	40	1	3	0	0	45

Procedures in bold indicate no carry overs from previous years

Note: ① ② ③ ④ ⑤ ⑤ ⑤ ⑤ ⑤ ⑥ ⑦ ⑧

Notes

- ① Hours compiled from the 2001 rate study.
- ② Estimated hours from the 1995 rate study.
- ③ Average procedures per year, over the last ten years, as compiled by the Current Planning Division (see annual land use activity table).
- ④ Compiled hours used to compute costs for this study. This figure doesn't include the hours added for the carry over effect.
- ⑤ Hours compiled from the 2001 rate study for each position within the Division
- ⑥ Carry over of previous years projects. The percentage is computed by dividing the previous years hours (566) into the total project hours (2,332).
- ⑦ Carry over percentage multiplied by total study hours.
- ⑧ Total hours used to compile rates. This is the product of study hours plus other years hours.

**City of Tigard
Land Use Fee Study
Procedure Direct Labor Dollar Costs**

		Hours per Procedure							Labor Cost per Activity					
		Per Year Average	Total Hrs	Planning Manager	Assoc Planer	Permit Techs	Admin	Other Years Hours	Hourly Rate	46.56	37.08	30.58	28.34	37.08
Prefix	Procedure								Total Labor Costs	Planning Manager	Assoc Planer	Permit Techs	Admin	Other Years Hours
CPA	Comprehensive Plan Amendment	3	102	10	62	0	10	20	\$ 3,789.34	465.60	2,298.81	-	283.38	741.55
CUP	Conditional Use Permit	6	55	4	20	0	20	11	\$ 1,902.40	186.24	741.55	-	566.75	407.85
HOP1	Home Occupational Permit Type 1	130	0.5	0	0	0.5	0	0	\$ 15.29	-	-	15.29	-	-
HOP2	Home Occupational Permit Type 2	7	3.5	0.5	1	1	1	0	\$ 119.28	23.28	37.08	30.58	28.34	-
MIS	Miscellaneous (95% are Lot Line Adjustments)	24	5	0.25	3.5	0.5	0.75	0	\$ 177.96	11.64	129.77	15.29	21.25	-
MLP	Minor Land Partition	16	40	1	23	0.25	7.75	8	\$ 1,423.23	46.56	852.78	7.65	219.62	296.62
MMD	Minor Modification of Approved Plan	9	7	0.25	5.5	0.25	1	0	\$ 251.55	11.64	203.93	7.65	28.34	-
PDR	Planned Development Review	7	73	4	43.5	0.75	10.75	14	\$ 2,645.77	186.24	1,612.88	22.94	304.63	519.09
PRE	Pre-Application Conference	50	3	0.25	2.5	0.25	0	0	\$ 111.98	11.64	92.69	7.65	-	-
SDR	Site Development Review	24	66	3	39	1	10	13	\$ 2,381.67	139.68	1,446.03	30.58	283.38	482.01
SGN	Sign Permit	150	0.5	0	0	0.5	0	0	\$ 15.29	-	-	15.29	-	-
SLR	Sensitive Lands Review	7	27	1	14	0	7	5	\$ 949.40	46.56	519.09	-	198.36	185.39
SUB	Subdivision Type II	7	52	3	29	1	9	10	\$ 1,871.33	139.68	1,075.25	30.58	255.04	370.78
SUB	Subdivision Type II	2	206	30	97	0	39	40	\$ 7,581.61	1,396.81	3,596.53	-	1,105.17	1,483.10
TRE	Tree Removal Permit	4	1.5	1.5	0	0	0	0	\$ 69.84	69.84	-	-	-	-
TUP	Temporary Use Permit	16	3.5	0.25	0.25	1	1	1	\$ 116.91	11.64	9.27	30.58	28.34	37.08
VAC	Vacation (street, plat, easement)	6	15	1	8	0.5	5.5	0	\$ 514.33	46.56	296.62	15.29	155.86	-
VAR	Variance Type I	19	8	0.25	1.75	5	1	0	\$ 257.77	11.64	64.89	152.91	28.34	-
ZCA	Annexation / Zone Change	6	25	2	17	1	5	0	\$ 895.71	93.12	630.32	30.58	141.69	-
ZOA	Zone Ordinance Amendment	3	37	4	18	0	8	7	\$ 1,339.88	186.24	667.40	-	226.70	259.54
ZON	Zone Change	5	33	3	23	1	6	0	\$ 1,193.07	139.68	852.78	30.58	170.03	-
APPEALS	Directors Decision (Type 2) to Hearing Officer	2	25	5	10	3	7	0	\$ 893.69	232.80	370.78	91.75	198.36	-
INT	Interpretations of Development Code by the Director	2	7	2	4	0	1	0	\$ 269.77	93.12	148.31	-	28.34	-
HD	Historic Overlay/Review District	1	45	1	40	1	3	0	\$ 1,645.26	46.56	1,483.10	30.58	85.01	-

Division Function	Benefits Included				Benefits Included			
	Annual	Monthly	Hourly	Benefits	Annual	Monthly	Hourly	Time Off Rate
Planning Manager	61,272	5,106	29.46	37.5%	84,249	7,021	40.51	46.56
Assoc. Planner	48,792	4,066	23.46	37.5%	67,089	5,591	32.26	37.08
Assistant Planner	41,928	3,494	20.16	37.5%	57,651	4,804	27.72	31.86
Permit Techs	40,248	3,354	19.35	37.5%	55,341	4,612	26.61	30.58
Sr. Admin Assitant	37,296	3,108	17.93	37.5%	51,282	4,274	24.65	28.34
Admin Spec I	28,944	2,412	13.92	37.5%	39,798	3,317	19.14	22.00
	①	①	①	②	③	③	③	④

Total Hours 2080
Total Working Hours 1816
Paid time off 264

Paid time off represents 13 % of total time.

- ① Labor costs are from the 2001-02 annual budget. Hourly rates were computed using a benefit multiplier of 37.5 % and then divided into 87% to account for paid time off.
- ② Benefit multiplier was provided by the finance department
- ③ Hourly rates were computed using a benefit multiplier of 37.5 %.
- ④ Paid time off rate was accounted for by dividing the hourly benefit rate into 87%.

**City of Tigard
Land Use Fee Study
Material Allocations**

Material or Service	<i>All Levels</i>	<i>Type III & IV</i>	<i>Type IV</i>
Professional and Contract Services			
Land Use Hearing Officer		4,500	
Design Evaluation Team		8,100	
Planning Commission Minutes Transcription			5,185
Nuisance Abatement	3,000		
Tidemark Data Base	7,712		
Repair and Maintenance	2,720		
Special Department Expense	1,600		
Small Tools and Equipment	105		
Office Supplies	7,777		
Advertising & Publicity	3,300		
Fees/Dues/Subscriptions	5,055		
Travel & Training	6,795		
Fuel	1,100		
Utilities	100		
Materials and Services by Type	39,264	12,600	5,185
Total Budgeted Materials and Services	57,049		
Procedure Hours	5,673	A	
Material Costs for all procedures	39,264	B	
Total Cost per hour of Materials for all procedures	\$ 6.92	=B / A	
Average of level III & IV procedures	48	C	
Material Costs for level III & IV procedures	12,600	D	
Total Cost per procedure of Materials for Level III & IV	\$ 263	= D / C	
Average of level III & IV procedures	13	E	
Material Costs for level IV procedures	5,185	F	
Total Cost per procedure of Materials for Level IV	\$ 399	= F / E	

City of Tigard
Land Use Fee Study
Overhead Allocations

Indirect Cost Allocation

City Management	\$ 11,816
Human Resources	13,724
Network Services	24,777
Finance Admin	5,883
Financial Operations	17,442
Office Services	2,773
Risk Management	13,097
Fleet	1,541
Records	-
Property Management	19,513
Total	<u>\$ 110,566</u>

Project Hours 5673

City of Tigard Overhead Costs per project hour \$ 19.49

Community Development Administrative Costs

Total Budget \$ 296,162

Departmental FTEs		
Bldg Inspection	14	50%
Current Planning	9	32%
Long Range Planning	5	18%
Total	28	

Total Indirect costs assigned to Current Planning \$ 95,195

Project Hours 5673

Community Development Administrative Cost
per project hour \$ 16.78

City of Tigard
Land Use Fee Study
Overhead Allocations

Indirect Cost Allocation

City Management	\$ 11,816
Human Resources	13,724
Network Services	24,777
Finance Admin	5,883
Financial Operations	17,442
Office Services	2,773
Risk Management	13,097
Fleet	1,541
Records	-
Property Management	19,513
Total	<u>\$ 110,566</u>

Project Hours 5673

City of Tigard Overhead Costs per project hour \$ 19.49

Community Development Administrative Costs

Total Budget \$ 296,162

Departmental FTEs		
Bldg Inspection	14	50%
Current Planning	9	32%
Long Range Planning	5	18%
Total	28	

Total Indirect costs assigned to Current Planning \$ 95,195

Project Hours 5673

Community Development Administrative Cost
per project hour \$ 16.78

City of Tigard
Land Use Fee Study
Procedure Cost of Service Fee Schedule

					See Tab 1		See Tab 2		See Tab 3		See Tab 4			See Tab 5					
		Type I	Type II	Type III	Type IV	Proced ure Hours	Per Year Aver age	Project Labor Cost	Non Proced ure Hours	Non Project Labor Cost	Material Costs all Lvls	Lvl III & IV Materials	Lvl IV Materials	City Over Head Expense	Comm Dev OH Exp	Total Cost of Svc per Procedure	Total Cost of Svc per Procedure Next Level	Current Fee	Annual Revenue
CPA	Comprehensive Plan Amendment			X	X	102	3	\$ 3,789.34	110	\$ 2,586.24	\$ 706.03	\$ 262.50	\$ 398.85	\$ 1,988.14	\$ 1,711.75	\$ 11,043.99	\$ 11,442.84	\$ 4,015.00	\$ 33,132
CUP	Conditional Use Permit		X	X		55	6	\$ 1,902.40	59	\$ 1,394.54	\$ 380.70	\$ 262.50		\$ 1,072.04	\$ 923.00	\$ 5,554.48	\$ 5,935.18	\$ 1,615.00	\$ 33,327
HOP1	Home Occupational Permit Type 1	X				0.5	130	\$ 15.29	1	\$ 12.68	\$ 3.46			\$ 9.75	\$ 8.39	\$ 49.57		\$ 30.00	\$ 6,444
HOP2	Home Occupational Permit Type 2		X			3.5	7	\$ 119.28	4	\$ 88.74	\$ 24.23			\$ 68.22	\$ 58.74	\$ 359.20		\$ 545.00	\$ 2,514
MIS	Miscellaneous (95% are Lot Line Adjustments)	X				5	24	\$ 177.96	5	\$ 126.78	\$ 34.61			\$ 97.46	\$ 83.91	\$ 520.71		\$ 100.00	\$ 12,497
MLP	Minor Land Partition		X			40	16	\$ 1,423.23	43	\$ 1,014.21	\$ 276.87			\$ 779.66	\$ 671.27	\$ 4,165.25		\$ 780.00	\$ 66,644
MMD	Minor Modification of Approved Plan	X				7	9	\$ 251.55	8	\$ 177.49	\$ 48.45			\$ 136.44	\$ 117.47	\$ 731.40		\$ 100.00	\$ 6,583
PDR	Planned Development Review			X		73	7	\$ 2,645.77	79	\$ 1,850.94	\$ 505.29	\$ 262.50		\$ 1,422.89	\$ 1,225.07	\$ 7,912.46		\$ 2,170.00	\$ 55,387
PRE	Pre-Application Conference	X				3	50	\$ 111.98	3	\$ 76.07	\$ 20.77			\$ 58.47	\$ 50.35	\$ 317.63		\$ 240.00	\$ 15,882
SDR	Site Development Review		X			66	24	\$ 2,381.67	71	\$ 1,673.45	\$ 456.84			\$ 1,286.44	\$ 1,107.60	\$ 6,906.01		\$ 1,600.00	\$ 165,744
SGN	Sign Permit	X				0.5	150	\$ 15.29	1	\$ 12.68	\$ 3.46			\$ 9.75	\$ 8.39	\$ 49.57		\$ 50.00	\$ 7,435
SLR	Sensitive Lands Review		X	X		27	7	\$ 949.40	29	\$ 684.59	\$ 186.89	\$ 262.50		\$ 526.27	\$ 453.11	\$ 2,875.87	\$ 3,062.76	\$ 745.00	\$ 20,131
SUB	Subdivision Type II		X			52	7	\$ 1,871.33	56	\$ 1,318.47	\$ 359.93			\$ 1,013.56	\$ 872.66	\$ 5,435.95		2125 + 10 lot	\$ 38,052
SUB	Subdivision Type II			X		206	2	\$ 7,581.61	223	\$ 5,223.19	\$ 1,425.89	\$ 262.50		\$ 4,015.27	\$ 3,457.06	\$ 21,965.51		2125 + 20% P	\$ 43,931
TRE	Tree Removal Permit	X				1.5	4	\$ 69.84	2	\$ 38.03	\$ 10.38			\$ 29.24	\$ 25.17	\$ 172.67		\$ 160.00	\$ 691
TUP	Temporary Use Permit	X				3.5	16	\$ 116.91	4	\$ 88.74	\$ 24.23			\$ 68.22	\$ 58.74	\$ 356.83		\$ 100.00	\$ 5,709
VAC	Vacation (street, plat, easement)			X		15	6	\$ 514.33	16	\$ 380.33	\$ 103.83	\$ 262.50		\$ 292.37	\$ 251.73	\$ 1,805.09		\$ 1,530.00	\$ 10,831
VAR	Variance Type I	X	X			8	19	\$ 257.77	9	\$ 202.84	\$ 55.37			\$ 155.93	\$ 134.25	\$ 806.18		\$ 545.00	\$ 15,317
ZCA	Annexation / Zone Change				X	25	6	\$ 895.71	27	\$ 633.88	\$ 173.05	\$ 262.50	\$ 398.85	\$ 487.29	\$ 419.55	\$ 3,270.82		\$ 1,160.00	\$ 19,625
ZOA	Zone Ordinance Amendment				X	37	3	\$ 1,339.88	40	\$ 938.15	\$ 256.11	\$ 262.50	\$ 398.85	\$ 721.19	\$ 620.93	\$ 4,537.60		\$ 1,415.00	\$ 13,613
ZON	Zone Change			X		33	5	\$ 1,193.07	36	\$ 836.72	\$ 228.42	\$ 262.50		\$ 643.22	\$ 553.80	\$ 3,717.74		\$ 1,505.00	\$ 18,589
APPEALS	Directors Decision (Type 2) to Hearing Officer		X	X		25	2	\$ 893.69	27	\$ 633.88	\$ 173.05	\$ 262.50	\$ 398.85	\$ 487.29	\$ 419.55	\$ 2,869.95	\$ 3,268.80	\$ 1,745.00	\$ 5,740
INT	Interpretations of Development Code by the Director	X				7	2	\$ 269.77	8	\$ 177.49	\$ 48.45			\$ 136.44	\$ 117.47	\$ 749.62		\$ 340.00	\$ 1,499
HD	Historic Overlay/Review District		X			45	1	\$ 1,645.26	49	\$ 1,140.99	\$ 311.48	\$ 262.50		\$ 877.12	\$ 755.18	\$ 4,992.53		\$ 2,190.00	\$ 4,993

\$ 604,308

City of Tigard
Land Use Fee Study
Fee Comparison within the Portland Metro Area

Prefix	Procedure	Type I	Type II	Type III	Type IV	Total Cost of Svc per Procedure	Current Fee Structure	City of Portland	City of Gresham	Washington County	Beaverton	Tualitin	Lake Oswego
CPA	Comprehensive Plan Amendment			X	X	\$ 11,043.99	\$ 4,015	18,261	6,500		2,186	1,090	3,486
CUP	Conditional Use Permit		X	X		\$ 5,554.48	\$ 1,615	5,560		2,126	1,199	745	2,092
HOP1	Home Occupational Permit Type 1	X				\$ 49.57	\$ 30		100	175	106	35	included in bldg permit
HOP2	Home Occupational Permit Type 2		X			\$ 359.20	\$ 545		950	883			
MIS	Miscellaneous (95% are Lot Line Adjustments)	X				\$ 520.71	\$ 100	400	1,020	236	308	220	554
MLP	Minor Land Partition		X			\$ 4,165.25	\$ 780	1,450	800 + 50 per lot over 3	2,480	1,187	300	1,396
MMD	Minor Modification of Approved Plan	X				\$ 731.40	\$ 100		350	236			493
PDR	Planned Development Review			X		\$ 7,912.46	\$ 2,170	6692 + 80 per lot	2,925	25% of SDR/SUB			1,256
PRE	Pre-Application Conference	X				\$ 317.63	\$ 240	780	850	240	100		127
SDR	Site Development Review		X			\$ 6,906.01	\$ 1,600	340	500	4,843		2,635	1256 + 37% of bldg. permit fee
SGN	Sign Permit	X				\$ 49.57	\$ 50		80	50	68	35	122
SLR	Sensitive Lands Review		X	X		\$ 2,875.87	\$ 745	4,281		1,535			
SUB	Subdivision Type II		X			\$ 5,435.95	2125 + 10 lot	5376 + 80 per lot	4000 + 200 per lot	4,843	3,275	2,000	1116 + 144 lot
SUB	Subdivision Type III			X		\$ 21,965.51	2125 + 20% PDR	5376 + 80 per lot	6000 + land div. fee	5,079			1117 + 144 lot
TRE	Tree Removal Permit **	X				\$ 172.67	\$ 160	** 941	** 1000	160	265	35	91 + 10 per tree
TUP	Temporary Use Permit	X				\$ 356.83	\$ 100		400	118	79		
VAC	Vacation (street, plat, easement)			X		\$ 1,805.09	\$ 1,530		2,000		830	250 deposit + actual costs	
VAR	Variance Type I	X	X			\$ 806.18	\$ 545		620	545	883		951
ZCA	Annexation / Zone Change				X	\$ 3,270.82	\$ 1,160		8,500				1,671
ZOA	Zone Ordinance Amendment				X	\$ 4,537.60	\$ 1,415	4,573					1,749
ZON	Zone Change			X		\$ 3,717.74	\$ 1,505				1,254		3,486
APPEALS	Directors Decision (Type 2) to Hearing Officer			X	X	\$ 2,869.95	\$ 1,745	1/2 of application	250	250			2,480
INT	Interpretations of Development Code by the Director		X			\$ 749.62	\$ 340	976			602		
HD	Historic Overlay/Review District			X		\$ 4,992.53	\$ 2,190	5,300	3,000	2,190	286		
Administrative or Clerical Staff									40 per hour				
Professional Staff									100 per hour				

Highest Rate is in green

Lowest Rate is in tan

** Tree removal includes the cost of cutting down the tree

City of Tigard
Land Use Fee Study
Proposed Rates

Prefix	Procedure	Type I	Type II	Type III	Type IV	Total Cost of Svc per Procedure	Recovery at 80%	Recovery at 60%	Recovery at 40%	Current Fee in 1995 dollars	Increase % from current rate to COS rate	Proposed Rate	Projected Revenue (new rates x yearly procedures)	Rate Adjusted for CPI	Highest Rate for Metro Area
CPA	Comprehensive Plan Amendment			X	X	\$ 11,043.99	\$ 8,835	\$ 6,626	\$ 4,418	\$ 4,015.00	175%	\$ 10,000	\$ 30,000	\$ 10,255	\$ 18,261.00
CUP	Conditional Use Permit		X	X		\$ 5,554.48	\$ 4,444	\$ 3,333	\$ 2,222	\$ 1,615.00	244%	\$ 5,500	\$ 33,000	\$ 5,640	\$ 5,560.00
HOP1	Home Occupational Permit Type 1	X				\$ 49.57	\$ 40	\$ 30	\$ 30	\$ 30.00	65%	\$ 65	\$ 8,450	\$ 67	\$ 175.00
HOP2	Home Occupational Permit Type 2		X			\$ 359.20	\$ 360	\$ 360	\$ 360	\$ 545.00	-34%	\$ 375	\$ 2,625	\$ 385	\$ 950.00
MIS	Miscellaneous (95% are Lot Line Adjustments)	X				\$ 520.71	\$ 417	\$ 312	\$ 208	\$ 100.00	421%	\$ 525	\$ 12,600	\$ 538	\$ 1,020.00
MLP	Minor Land Partition		X			\$ 4,165.25	\$ 3,332	\$ 2,499	\$ 1,666	\$ 780.00	434%	\$ 4,000	\$ 64,000	\$ 4,102	\$ 2,480.00
MMD	Minor Modification of Approved Plan	X				\$ 731.40	\$ 585	\$ 439	\$ 293	\$ 100.00	631%	\$ 750	\$ 6,750	\$ 769	\$ 493.00
PDR	Planned Development Review			X		\$ 7,912.46	\$ 6,330	\$ 4,747	\$ 3,165	\$ 2,170.00	265%	\$ 7,500	\$ 52,500	\$ 7,691	6692 + 80 per lot
PRE	Pre-Application Conference	X				\$ 317.63	\$ 254	\$ 240	\$ 240	\$ 240.00	32%	\$ 320	\$ 16,000	\$ 328	\$ 850.00
SDR	Site Development Review		X			\$ 6,906.01	\$ 5,525	\$ 4,144	\$ 2,762	\$ 1,600.00	332%	\$ 6,500	\$ 156,000	\$ 6,666	\$ 4,843.00
SGN	Sign Permit	X				\$ 49.57	\$ 50	\$ 50	\$ 50	\$ 50.00	-1%	\$ 75	\$ 11,250	\$ 77	\$ 122.00
SLR	Sensitive Lands Review		X	X		\$ 2,875.87	\$ 2,301	\$ 1,726	\$ 1,150	\$ 745.00	286%	\$ 2,800	\$ 19,600	\$ 2,871	\$ 4,281.00
SUB	Subdivision Type II		X			\$ 5,435.95	\$ 4,349	\$ 3,262	\$ 2,174	2125 + 10 lot	156%	5000 +100 per lot	\$ 35,000	\$ 5,128	5376 + 80 per lot
SUB	Subdivision Type II			X		\$ 21,965.51	\$ 17,572	\$ 13,179	\$ 8,786	2125 + 20% PDR	934%	10000 + 250 per lot	\$ 20,000	\$ 8,204	6000 + land div. fee
TRE	Tree Removal Permit	X				\$ 172.67	\$ 160	\$ 160	\$ 160	\$ 160.00	8%	\$ 175	\$ 700	\$ 179	\$ 160.00
TUP	Temporary Use Permit	X				\$ 356.83	\$ 285	\$ 214	\$ 143	\$ 100.00	257%	\$ 375	\$ 6,000	\$ 385	\$ 400.00
VAC	Vacation (street, plat, easement)			X		\$ 1,805.09	\$ 1,444	\$ 1,083	\$ 722	\$ 1,530.00	18%	\$ 1,800	\$ 10,800	\$ 1,846	\$ 2,000.00
VAR	Variance Type I	X	X			\$ 806.18	\$ 645	\$ 545	\$ 545	\$ 545.00	48%	\$ 800	\$ 15,200	\$ 820	\$ 951.00
ZCA	Annexation / Zone Change				X	\$ 3,270.82	\$ 2,617	\$ 1,962	\$ 1,308	\$ 1,160.00	182%	\$ 3,300	\$ 19,800	\$ 3,384	\$ 8,500.00
ZOA	Zone Ordinance Amendment				X	\$ 4,537.60	\$ 3,630	\$ 2,723	\$ 1,815	\$ 1,415.00	221%	\$ 4,500	\$ 13,500	\$ 4,615	\$ 4,573.00
ZON	Zone Change			X		\$ 3,717.74	\$ 2,974	\$ 2,231	\$ 1,505	\$ 1,505.00	147%	\$ 3,700	\$ 18,500	\$ 3,794	\$ 3,486.00
APPEALS	Directors Decision (Type 2) to Hearing Officer			X	X	\$ 2,869.95	\$ 2,296	\$ 1,745	\$ 1,745	\$ 1,745.00	64%	\$ 2,500	\$ 5,000	\$ 2,564	\$ 2,480.00
INT	Interpretations of Development Code by the Director		X			\$ 749.62	\$ 600	\$ 450	\$ 340	\$ 340.00	120%	\$ 750	\$ 1,500	\$ 769	\$ 976.00
HD	Historic Overlay/Review District			X		\$ 4,992.53	\$ 3,994	\$ 2,996	\$ 1,997	\$ -		\$ 5,000.00	\$ 5,000	\$ 5,128	\$ 5,300.00

Projected Revenues at this rate structure

\$ 604,308 \$ 485,594 \$ 370,543 \$ 260,689 \$ 187,335.00

\$ 563,775

2.55% CPI multiplier for 2002-2003 FY

AGENDA ITEM # _____
FOR AGENDA OF April 16, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Long Range Planning Division Program Update
PREPARED BY: Barbara Shields DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

A briefing on the Long Range Planning Division Program. Staff will update Council on the Long Range Planning Program projects, activities, and priorities.

STAFF RECOMMENDATION

N/A. Review only.

INFORMATION SUMMARY

Staff will present a draft work program for review by the City Council. The memorandum briefly describing the proposed 2002/2003 work program is attached (Exhibit 1) to this Agenda Item Summary.

The main objective of the April 16, 2002 presentation is to discuss and prioritize Council goals and objectives within the context of the overall Long Range Planning activities and available staff resources.

In general, the proposed program consists of three groups (tiers) of projects (Exhibit 1, Attachment 1):

Tier 1 consists of 2002 Council Goals;

Tier 2 includes federal/state/regional mandates and programs;

Tier 3 includes ongoing research.

Staff is seeking general Council direction to review and prioritize projects within each tier (Exhibit 1, Attachment 2).

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

Exhibit 1: Memorandum to City Council dated April 2, 2002

FISCAL NOTES

N/A



MEMORANDUM

CITY OF TIGARD

TO: Mayor and City Council

FROM: Barbara Shields, Long Range Planning Manager

DATE: April 2, 2002

SUBJECT: Long Range Planning Division Program

The main objective of the April 16, 2002 presentation is to discuss and prioritize Council goals and objectives within the context of the overall Long Range Planning activities and available staff resources.

APPROACH

Step 1, Identification of Three Tiers

For the purpose of general analysis, all long range planning activities were grouped into three tiers (Attachment 1). Each tier includes a number of major projects/programs or activities.

Tier 1, 2002 Council Goals and Objectives

This group of projects includes activities related to Council goals and objectives. These are very large projects that consume most of the Long Range Planning Division resources. With the exception of the Downtown/Commuter Rail project, all of them are a continuation from 2001.

- Bull Mountain Annexation
- Downtown/Commuter Rail
- Tri-Met
- Affordable Housing
- Washington Square Regional Center Plan/Implementation Program.

Tier 2, Federal/State/Regional Mandates and Programs

This group of projects includes activities related to a variety of state and regional programs, which are monitored and reviewed by the planning staff on an ongoing basis.

- Goal 5
- TSP Implementation
- Metro UGB Expansion
- Title VIII Metro Functional Plan Amendments
- Transportation Funding

Tier 3, Ongoing Research

This group includes two types of activities: (1) ongoing research related to census data, economic data, natural resource inventory, housing inventory, open space inventory, and grants; and (2) support provided to miscellaneous programs.

- Data Resource Analysis and Collection
- Urban Renewal
- Washington County TSP
- GIS Program
- Parks/Greenspaces
- Visioning/Tigard Beyond Tomorrow
- ECO Implementation Program
- General Grant Search and Assistance

Step 2, Relationship among Tiers

It should be noted that while the projects related to the Council goals and objectives involve the majority of staff's resources, it is necessary to complement them with the activities from both Tier 2 and Tier 3 to create a balanced planning program (Attachment 2). Staff's ability to carry out Council's goals is largely dependent on an ongoing research effort to be able to analyze complex issues. Therefore, in order to create a reliable and responsive planning program, it is necessary to assure that adequate resources are devoted to Tier 2 and Tier 3 activities.

Step 3, Proposed Work Program

Based on the above analysis, in order to create a balanced Long Range Planning program, it is necessary to prioritize the Council goals and objectives within the context of the overall Long Range Planning activities and available staff resources to finalize the program.

PRESENTATION OBJECTIVES

Staff is seeking general Council direction to

- (1) prioritize projects within each tier, with the major focus on Tier 1 (Council Goals); and
- (2) finalize the Long Range Planning Work Program.

FY 2002-2003
LONG-RANGE PLANNING PROGRAM

TIER I: COUNCIL GOALS

Project / Program	Product
1. Bull Mountain Annexation	<ul style="list-style-type: none">• Non-Island Annexation Policy• Annexation Work Program
2. Downtown/Commuter Rail	<ul style="list-style-type: none">• Downtown Plan Update
3. Tri-Met	<ul style="list-style-type: none">• Transit Action Plan
4. Affordable Housing	<ul style="list-style-type: none">• Affordable Housing Plan
5. Washington Square Regional Center Implementation Program	<ul style="list-style-type: none">• Hwy. 217 Study• Regional Funding Strategy• Greenbelt Strategy• Urban Renewal

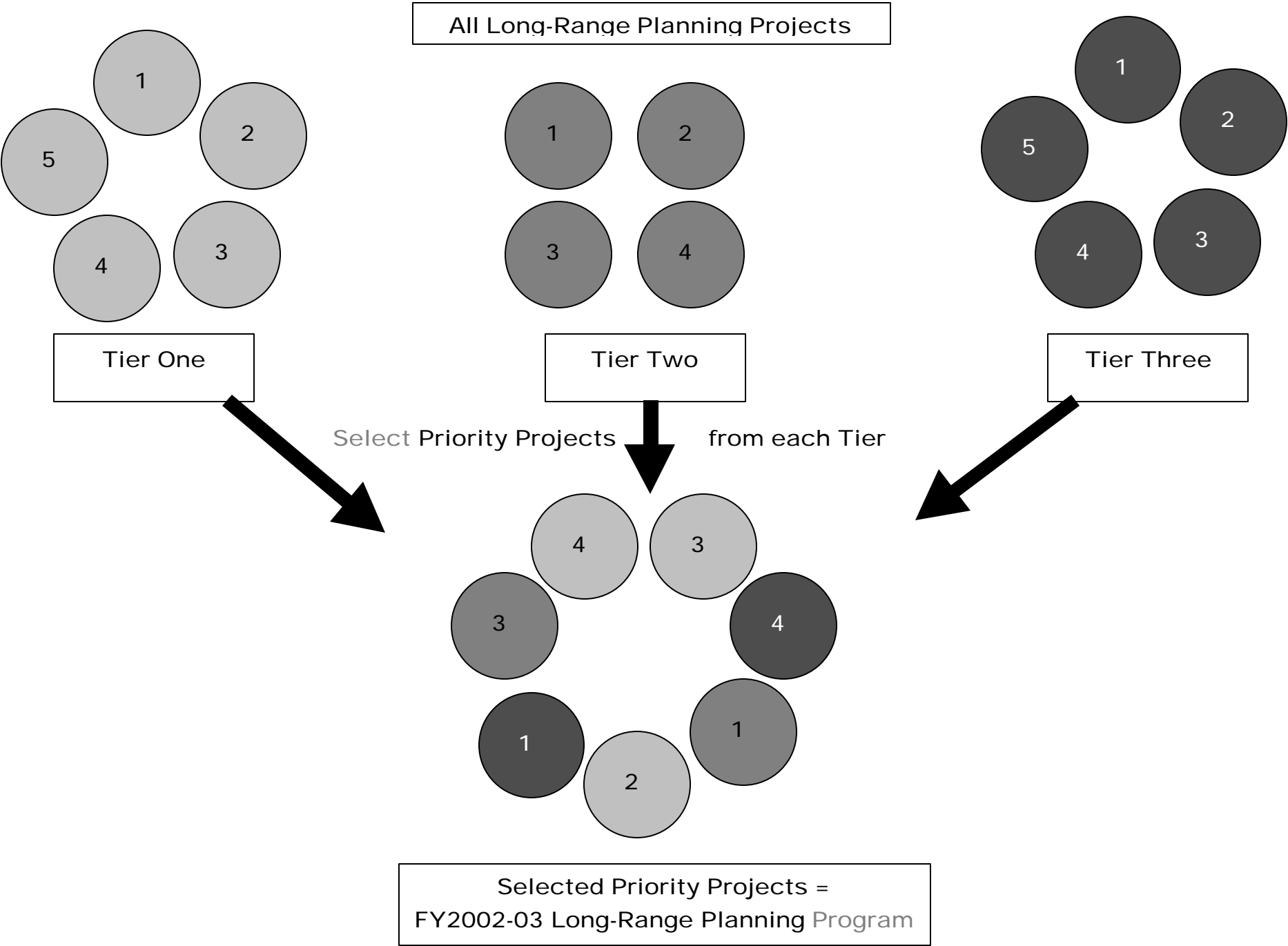
FY 2002-2003
LONG-RANGE PLANNING PROGRAM
TIER II: FEDERAL/STATE/REGIONAL
MANDATES AND PROGRAMS

Project / Program	Product
1. Goal 5	<ul style="list-style-type: none">• Plan and Code Amendments
2. TSP Implementation	<ul style="list-style-type: none">• Code Amendments
3. Metro UGB Expansion	<ul style="list-style-type: none">• Plan and Code Amendments
4. Title VIII Metro Functional Plan Amendments	<ul style="list-style-type: none">• Land Use Application Review Process Modifications
5. Transportation Funding (Regional and State)	<ul style="list-style-type: none">• Ongoing Review of Available Transportation Funding

FY 2002-2003
LONG-RANGE PLANNING PROGRAM
TIER III: ONGOING RESEARCH

Project / Program	Product
1. Data Resource Analysis / Collection	<ul style="list-style-type: none"> • Data Resource Report
2. Urban Renewal	<ul style="list-style-type: none"> • Updates • Research
3. Washington County TSP	<ul style="list-style-type: none"> • Monitor process • Review impacts on City
4. GIS Program	<ul style="list-style-type: none"> • Maps • MAGIC System Updates
5. Parks/Greenspaces	<ul style="list-style-type: none"> • Regional Coordination • Internal Support
6. Visioning / Tigard Beyond Tomorrow	<ul style="list-style-type: none"> • Update and support
7. ECO Implementation Program	<ul style="list-style-type: none"> • ongoing support and review for compliance
8. General Grant Search and Assistance	<ul style="list-style-type: none"> • Grant Opportunities • Grant Applications

DEVELOPMENT OF FY2002-03 LONG-RANGE PLANNING PROGRAM



AGENDA ITEM # _____
FOR AGENDA OF April 16, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE City Manager Performance Review

PREPARED BY: Bill Monahan DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

The annual performance review for the City Manager is scheduled for discussion at this meeting.

STAFF RECOMMENDATION

Conduct the performance review with the City Manager.

INFORMATION SUMMARY

The Council will perform the annual review of the City Manager based on criteria established in the existing employment agreement.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

None

FISCAL NOTES

N/A